

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, January 8, 1964

Meeting called to order at 7:30 p.m. by Chairman Mason.

Present: Messrs. DeRose, Hazen, Kern, Mason, Mingus, Walker and Woodruff—7.

Absent: Mr. Stow—1.

Minutes of the previous meeting approved as read.

Present: Councilman Bradshaw, Mr. Finucan, Planning Director Mr. Guernsey, employees from the Sewage Disposal Plant.

Mr. Guernsey spoke briefly on subdivision improvements.

Mr. Elijah Basel and Mr. Anthony Nosal representing petitioners in Holmes Road and Pleasant Grove area presented their objections to sewer assessments.

Employees from Sewage Disposal Plant were present to air their grievances. Asked for 15% pay raise to compensate for working holidays and Sundays; that pay checks be released on Thursday rather than Friday morning, and that vacation be permitted during third shift and relief.

Referred to Personnel Committee.

Recommendation from Personnel Committee after reviewing three applications for Foreman IVB opening that they concur with recommendation of Mr. Trout that Donald Look, Sr. be promoted to this classification.

Motion by Mr. Woodruff supported by Mr. Mingus that the report of the Personnel Committee be accepted.

Carried.

Recommendation from Personnel Committee that the eleven merit increases due in January be approved.

Motion by Mr. Mason supported by Mr. Mingus that report of the Personnel Committee be approved.

Carried.

The Director reported on Wayne Courville who has been on temporary status for 18 months and should have been made full time 12 months ago, therefore, by failure to do so, has lost vacation benefits.

The Board as a whole agreed that Mr. Courville is to go on full time status immediately and the Director to check if the 2000-hour requirement applies and that if his status can be made retroactive to 12 months back.

General discussion on the Department's space needs and City Hall maintenance.

Moved by Mr. Hazen seconded by Mr. DeRose that the item of the 25-foot strip on Redner Street be further tabled.

Carried.

A letter from Mr. Bodwin, Personnel Director, explained that the request to make Mr. Wyllie's pay increase retroactive to October 7, 1963 is in error and cannot be granted because Mr. Wyllie is not eligible for a pay increase until July 1, 1964.

COMMITTEE REPORTS

Rivers Committee—No report.

Contract Committee—Report on sanitary and storm sewer assessment costs.

Based on 1961-62 figures, 661 benefits, the average figure per benefit for sanitary sewer was \$225.00 and \$275.00 for storm sewer. To comply with the ordinance for stubbing purposes, an average cost of \$3.00 per foot with a 60-foot right-of-way or a fee of \$90.00 per benefit.

It was moved by Mr. Kern and supported by Mr. Woodruff that the Council consider a uniformly applied fee for connection to a sanitary sewer be made at \$225.00 plus a stubbing fee of \$90.00 or a total of \$315.00. This is in lieu of the 5/6 of a 12-inch or smaller now the criteria for this service. Also, that a uniformly applied fee for storm drainage be \$275.00 per benefit in lieu of the 5/6 of a 12-inch now the criteria for this service.

Carried.

The request from Kenneth Burt for permission to connect to the Weigman Sanitary Sewer Interceptor No. 2 where it passes his property on Cedar Street.

Moved by Mr. Kern and supported by Mr. DeRose that property abutting Weigman Sanitary Interceptor No. 2, a property owner wishing to connect to the Interceptor be permitted to make a connection upon payment of a fee of \$250.00, plus the cost of a 6-inch service connection from Interceptor to property line where required.

Carried.

DIRECTOR'S REPORT

The Director spoke on the Capitol Development program and showed the drawings on it.

Budget 1964-65—Expect to present a rough draft of the budget for the next meeting.

The Director reported that the purchase of an automobile for the Department is out on bids.

NEW BUSINESS

General discussion on purchasing and contracts and Charter Study. The Director explained that according to a letter from the City Attorney, the purchasing ordinance does not apply to construction contracts. The intent of the Department is to work with Mr. Head in the matter of all contractual relations with others.

The request to split Outlot D in Bel Air Meadows Subdivisions No. 1 into five parcels by Mr. Fine was tabled for further study to determine if a full street exists.

The request from Mr. Hopkins, Realtor, for permission to construct a sanitary sewer in Groesbeck Hills to serve Lot 11 and Lot 12 on Supervisor's Plat for Groesbeck Hills was considered.

Moved by Mr. DeRose supported by Mr. Walker that permission be granted to construct this sanitary sewer provided there will be no cost to the City and that each lot be assessed a connection fee of \$250.00.

Carried.

Meeting adjourned at 11:15 p.m.

Respectfully submitted,

OTTO A. KERN,
Secretary.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, January 27, 1964

Meeting called to order at 9:10 p.m.

Present: Messrs. DeRose, Kern, Mason, Mingus, Stow and Woodruff—6.

Absent: Messrs. Hazen and Walker—2.

Minutes of the previous meeting approved as read.

A letter from the Personnel Director, Mr. Bodwin, explained that the request for a merit increase for Mr. Wyllie was premature that under the Personnel Rules he will not be eligible for it until July 1.

A request to have Wayne Courville placed on permanent status was turned down by Personnel because Mr. Courville does not maintain a bona fide residence within the City limits.

Motion by Mr. Mingus supported by Mr. DeRose that the Board concur with the recommendation of the Director that the 25-foot strip on Redner Street for \$2,500 be accepted as a dedicated right-of-way leaving the adjacent property assessable for improvements.

Carried.

Motion by Mr. Kern seconded by Mr. Woodruff that the Board recommends against the splitting of Outlot B into five parcels in Bel Air Meadows because our records do not show Cavanaugh Road as a full 60-foot street.

Carried.

COMMITTEE REPORTS

Personnel Committee—

The Personnel Committee reports that it recommends that Gordon Stafford be directed to arrange a work schedule so that all personnel at the Sewage Plant may take at least one week of their accumulated vacation during summer school vacation.

Motion by Mr. Woodruff seconded by Mr. DeRose that the report of the Committee be accepted.

Carried.

The Personnel Committee reports that it concurs with the recommendation of the Assistant Public Service Director Gerald Trout that Ray R. Scott be promoted from Truck Driver IIIA to Equipment Operator IVA. He was the only one to make application for this job.

Carried.

The Personnel Committee recommends that the eight merit increases as presented be approved and the return of James Heil back to work.

Carried.

Regarding the Departmental personnel request for 1964-65 fiscal year, the Personnel Committee reports as follows:

That the following classifications: Assistant City Engineer IXA; Operations Engineer IX; Construction Engineer VIII; Civil Engineer VI; Draftsman IIIA; 4 Engineering Aides II, be given advance authorization for appointment. The time necessary to evaluate applicants, place them into productive work is desirable to have this completed at the end of the planning season about June 1, and prior to construction season starting about June 1. It is our intent to absorb this cost within our present fiscal year budget.

Carried.

Committee on Rules—

The Committee on Rules recommends that the following paragraph shall be added to the rules of the Board of Public Service:

VIII. The Chairman or Vice-Chairman and three (3) members shall be a quorum for transaction of business at all meetings.

This addition has been approved as to form by the City Attorney.

Motion by Mr. Woodruff seconded by Mr. Mingus to accept the report of the Committee on Rules.

Carried.

Discussion relative to City employees residing outside City Limits. The Director was instructed to write to the City Attorney to find out the responsibility of the Board of Public Service regarding the personnel of the Department who are not residing within the City limits.

A letter from the Personnel Director dated January 10, 1964 states that Willie Pulliam and Marshall Terry have violated Personnel Rule No. 17 and it is now the responsibility of the Director of Public Service to initiate the appropriate Termination Notices. Mr. Pulliam has the third garnishment and Mr. Terry the seventh garnishment within a twelve month period.

Motion by Mr. Kern supported by Mr. Mingus that Mr. Willie Pulliam and Mr. Marshall Terry be given immediate dismissal.

Carried.

The Committee on Rivers recommends that the Board concur with the recommendation of the Director that to reopen negotiations with the City of East Lansing to process its waste water is impractical at this time.

Motion by Mr. Kern seconded by Mr. Woodruff that the report and recommendation of the Rivers Committee be accepted.

Carried.

The Director reports that the matter of uniform assessment for sanitary and storm sewer was referred back to the Board by the Committee of The Whole for further detail.

It was decided to table decision on the connection to Weigman Interceptor No. 2 until the foregoing is resolved.

Motion by Mr. Woodruff supported by Mr. Mingus that Mr. Foster, Mr. Trout and Mr. Wyllie be given permission to attend the meeting of the Michigan Municipal League in Ypsilanti on January 30, 1964.

Carried.

The matter of sidewalk construction in scattered areas of the City such as Eton Downs No. 1, Country Club Park No. 1, Howard Street (LaSalle to Saginaw), etc. be tabled until a map is made to show all the locations.

Extension of time to Burr Brothers Construction Company tabled until the next meeting.

Motion by Mr. Stow supported by Mr. Mingus to make changes in the Letter of Intent as shown in the copy attached to the minutes subject to opinion from the City Attorney.

Carried.

A referral of a petition with 137 signatures from Council requesting that the Park Board negotiate for purchase of a portion of property north and west of Bud Kouts to be used for playground and act as a buffer zone for that area zoned Light Industrial and Residential was discussed.

Motion by Mr. Mingus supported by Mr. Woodruff that the Board concurs with the petitioners.

Carried.

The subject of amphibious ducks be tabled on the recommendation of the Director until such time that their practicability and usefulness has been studied.

Referred to Rivers Committee.

A letter from Sinas, Dramis, Drake and Werbelow requesting quit claim deed on Lot 102, Westfield Hills No. 6 was considered.

Motion by Mr. Stow seconded by Mr. DeRose that the Board recommends this quit claim deed be given.

Carried.

Referral of Plat for Sunset Hills No. 3 to Board by Council.

Motion by Mr. Kern seconded by Mr. DeRose that this Plat be accepted.

Carried.

Referral of a resolution by Councilman Buhl regarding ice conditions on sidewalk in vicinity of Cavanaugh Road and Lowcroft Street was referred to the Street and Sidewalk Committee.

Letter from Personnel Director regarding of computation of overtime pay for hourly rated personnel was referred to the Personnel Committee, with instructions to ask for opinion of City Attorney.

The Director of Public Service submitted a Proposed Budget for 1964-65 fiscal year for the Department of Public Service.

Motion by Mr. Mingus supported by Mr. Stow that the Proposed Budget as submitted be approved.

Motion carried by a vote of 5 to 1.

Meeting adjourned 12:30 p.m.

Respectfully submitted,

OTTO A. KERN,
Secretary.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, February 5, 1964

Meeting called to order at 7:40 p.m.

Present: Messrs. DeRose, Kern, Mason, Walker and Woodruff—5.

Absent: Messrs. Hazen, Mingus and Stow—3.

An opinion regarding a quorum for conduct of business received from the City Attorney and referred to the Board from the City Council which reads as follows:

"In reviewing the question of the number of board members required for a quorum, it has come to my attention that Section 17.4 of Chapter 17 of the Charter definitely requires a majority of the board for the conducting of business. This is contrary to what I previously advised Mr. Woodruff, based upon my review of Sections 7.6 and 7.19 of the Charter."

Motion by Mr. Woodruff supported by Mr. DeRose that action re quorum taken in meeting of January 27, 1964 be rescinded.

Carried.

The following addition to minutes to paragraph concerning the dismissal of Mr. Terry and Mr. Pulliam: "That they be informed of their right to appeal to the Personnel Committee of the City Council."

Motion by Mr. Woodruff supported by Mr. DeRose that the minutes be approved with the foregoing rescission and addition.

OLD BUSINESS

Mr. Basel was informed by the Board of Public Service that if the property owners in Pleasant Grove area feel they should receive some relief from the storm sewer assessment, they should petition the City Council for this relief.

Mr. William McCurdy, owner of property on Cooley Drive, requested that the City's

share of the cost of providing an 8-inch sanitary sewer as petitioned be allocated. He was informed that this request had been conveyed to the Finance Committee.

Mr. Kern informed that comparisons for storm and sanitary sewer assessments had been received from other cities of equal size in Michigan and the Committee expects to make a complete report in the next meeting.

Connection to Weigman Interceptor tabled until matter of uniform storm and sanitary sewer assessments is resolved.

Sewage Disposal Plant employee grievance tabled until next meeting when Personnel Committee makes a report and/or recommendation.

COMMITTEE REPORTS

Personnel Committee—Letter from Mr. Bodwin stating that no employee shall be paid overtime for Saturday and Sunday work if vacation or sick leave was included as part of 40 hours worked.

Motion by Mr. Woodruff supported by Mr. Kern that the Board concur with Mr. Bodwin's letter and a copy of Mr. Bodwin's letter be posted on every bulletin Board.

Carried.

Mr. Woodruff recommended that merit increases and promotions be tabled until next meeting so that the Committee will have time to go over them.

Streets and Sidewalk Committee recommends that the Board concur with the Director's letter of February 3, 1964 to Committee on Public Service and Highways asking for a policy to be established regarding hazardous conditions on sidewalks caused by ice.

Motion by Mr. Kern and supported by Mr. Walker that report of committee be accepted.

Carried.

Rivers Committee recommends against the purchase of a used amphibious duck.

Motion by Mr. Kern supported by Mr. Woodruff to accept report of committee.

Carried.

Extension of time to Burr Brothers tabled further.

DIRECTOR'S REPORT

Director presented a map of City showing all areas where no sidewalks exist. Decision of sidewalk construction tabled for further study.

Director reported briefly on the Michigan Municipal League meeting in Ypsilanti on January 30, 1964.

The 1964-65 was discussed in general. The Director informed the Board that the new Internal Auditor is working on improved methods of accounting and presenting the budget.

NEW BUSINESS

No official work received from Council Committee on Personnel as to their recom-

mendations for our personnel needs as required for 1964-65 budget.

The floor plan as proposed for the 7th floor and organization of field forces were discussed in general.

Request of Reniger Construction Company to reduce their retention fee on Holmes Drain to 10%.

Motion by Mr. Woodruff supported by Mr. DeRose recommending this retention be reduced to 10%.

Carried.

The November 18, 1963 referral from the Council re sealcoating was further discussed, after reading the letter from the Director based on his study.

Motion by Mr. Kern supported by Mr. Walker that the Board concur with the Director's letter it being further the opinion of the Board that bituminous surfacing prior to underground utilities and curb and gutter is a temporary and an expensive capital improvement, and should the policy of the City be established to provide these improvements, it is recommended that an asphalt surface be constructed over a prime and double seal application.

Carried.

Meeting adjourned 11:10 p.m.

Respectfully submitted,

OTTO A. KERN,
Secretary.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, February 19, 1964

Meeting called to order at 7:50 p.m.

Present: Messrs. DeRose, Kern, Mason, Stow and Woodruff—5. Also present was Mr. Keith Aldrich who has been appointed by the Mayor to fill vacancy created by the resignation of Mr. Hazen, appointment not yet confirmed by Council.

Absent: Messrs. Mingus and Walker—2.

Councilman Potter spoke briefly in behalf of Personnel Committee of Council.

Minutes of previous meeting approved as read.

Roger Dennison asked the Board if it could take any action regarding the recent interpretation by Personnel that vacation and sick leave may not be counted as time worked.

Motion by Mr. Kern supported by Mr. Woodruff to request Council to define vacation and sick leave credits as time worked and therefore become a part of overtime computations.

Carried.

Uniform storm and sanitary sewer assessment further tabled.

Extension of time to Burr Brothers tabled.

Director displayed a map of areas where there is a need for construction of sidewalk. A letter received from the Board of Education showing where sidewalks are needed in certain school areas has been forwarded to the City Council. The Director suggested that Board members list streets in their part of City where no sidewalk exists and where there is a need for one.

Report of Personnel Committee—

1. Reports that four promotions as submitted be approved.

Motion by Mr. Woodruff supported by Mr. Stow to accept report of Committee.

Carried.

2. Five merit increments be approved as submitted.

Motion by Mr. Woodruff supported by Mr. DeRose that report of Committee be accepted.

Carried.

3. Twenty-two merit increases be approved as submitted.

Motion by Mr. Woodruff supported by Mr. Stow that report of committee be accepted.

Carried.

4. Five merit increases be denied because of lack of effort on part of each one, namely, Minnie Holt, Walter E. Wyatt, Harley Webster, Madie Wright, and J. C. Clark, and that they be informed of their right to appeal to the Committee.

Motion by Mr. Woodruff supported by Mr. Kern to accept the report of the Committee.

Carried.

5. Request of nine employees at Sewage Treatment Plant for a 15% increase in salary. The Committee recommends that this request be denied. This decision is based on a report from the Michigan Municipal League. Of seven cities involved (Detroit, Pontiac, Midland, Saginaw, Bay City, Mt. Clemens) Lansing is among the highest paid for this classification. However, every effort shall be made to correct other problems that exist.

Motion by Mr. Woodruff supported by Mr. Stow that the report of the Committee be accepted.

Carried.

6. A letter from Robert Palmer to Gordon Stafford was read.

Tabled.

Director's report—

A revised budget for 1963-64 was presented and revisions explained and discussed in general.

The Director reported briefly on the accident at the Sewage Treatment Plant and the recommendations received from the Building Commissioner. Also, the overflow of gasoline at the Grand Avenue Service Garage. Temporary corrections have been made according to the recommendation of the City Fire Marshall.

New Business—

The Council has ordered sidewalk to be constructed on the north side of Miller Road from Washington to Cedar which would cost \$5,000. The south side has so much sidewalk that it would take about \$1500 to finish it. Propose asking the Council to construct on the south side rather than the north side. More time is needed for study before definite recommendation.

Finance Committee asks for Board approval of payment of \$4800 overrun on Pennsylvania Avenue bridge.

Motion by Mr. Stow supported by Mr. Kern to approve the payment of the overrun.

Carried.

The F-85 automobile for the Department has not been purchased and was referred back to the Finance Committee.

The request from Raymond Gooden on Lot 58, Battenfield Subd. No. 2 for connection to a sanitary sewer on Dennis Street was tabled.

Request from McNamara Construction Company for extension of time on Somerset Pumping Station and Holmes-Pleasant Grove Sewer.

Motion by Mr. DeRose supported by Mr. Stow to recommend to Council to grant McNamara Construction Company an additional 10 days following installation of electric service on Somerset Pumping Station and a 30-day's extension of time on Holmes-Pleasant Grove Sewer.

Carried.

Extension of Tecumseh River Drive was discussed in detail.

Motion by Mr. Kern supported by Mr. Woodruff that the right-of-way as described for Tecumseh River Road be approved as submitted by Mr. Stephens; also that the right-of-way be dedicated by the abutting property owners and open in conjunction with the platting of the adjacent property, and that the relocation of the existing 15 in. sanitary sewer south on Northwestern and east on Tecumseh River Road be at the expense of the subdivider.

Carried.

Letter from Francis Fine dated February 10, 1964 to Council requesting to split Outlot D into four parcels referred to the Board by the Council.

Motion by Mr. Kern supported by Mr. Woodruff that this request be denied inasmuch as our records do not show Cavanaugh Road as a full 60 ft. street.

Carried.

Director reported on Capitol Development program and especially asked the Board's decision on the under clearance of pedestrian bridges on Walnut and Pine. His recommendation is 14 ft. 6 in. for under clearance.

Motion by Mr. Woodruff supported by Mr. Stow to concur with the Director's recommendation.

Carried.

The Director reported that he had recommended the payment to the Michigan State Highway Department of their bill in the amount of \$333,000 on March Street and C & O Railroad to which the Board gave unanimous approval.

Two bids received on the pedestrian overpass at Logan and Reo Road: Skywalk Corporation and Hill and Thomas. Neither bid was exact to specifications, but Skywalk being the lowest.

Motion by Mr. Stow supported by Mr. DeRose that we ask Skywalk to confirm their proposal in accordance with our specifications and, if they do so, recommend the acceptance of their bid.

Carried.

Meeting adjourned at 12:25 a.m.

Respectfully submitted,

OTTO A. KERN
Secretary.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, March 4, 1964

Meeting called to order at 7:37 p.m.

Present: Messrs: Aldrich, Kern, Mason, Mingus, Stow, Walker and Woodruff—7.

Absent: Mr. DeRose—1.

Minutes of previous meeting approved as read.

Motion by Mr. Woodruff supported by Mr. Kern that the Board goes on record welcoming Mr. Keith Aldrich who is replacing Mr. Hazen and that the secretary sends a letter to Mr. Hazen in appreciation of his service to the Board.

Carried.

Mr. Gerald Ernst, the City Assessor, appeared briefly and explained how sewer assessments are derived at present. General discussion followed. Mr. Ernst is working on some figures and the matter of uniform sewer assessment is tabled until his report is received.

The construction of sidewalk on the north side of Miller Rd. was ordered by the Council on September 23, 1963. Any sidewalk which would be constructed in this location would have to be reconstructed whenever curb and gutter is constructed on Miller Road according to City standards. It would seem more reasonable to extend the existing sidewalk on the south side from the point at Rolf and Hilliard Sts. to Washington Avenue.

Motion by Mr. Woodruff supported by Mr. Walker to ask the Council to reconsider their action of September 23, 1963.

Carried.

Sidewalk construction in scattered areas throughout the City tabled further.

Mr. Woodruff reported the poor walking conditions on Howard Street and suggested

that the Director bring this to the attention of the Committee on Public Service and Highways to see if sidewalk could be constructed on Howard.

Raymond Gooden request for sanitary sewer resolved by Council action on March 2, 1964 to increase assessment roll for construction of sanitary sewer in Shirley Street and Dennis Street to include Lot 58, Battenfield No. 2 Subdivision.

COMMITTEE REPORTS

Personnel Committee—

Mr. Woodruff reported that Madie Wright had asked for a hearing with Personnel Committee of the Board re: his merit increase that was denied and the reason stated on the Change of Status

Personnel Committee will hear him and his foreman.

No other committee reports.

DIRECTOR'S REPORT

A letter received from the Internal Auditor concerning his findings of overtime, sick and vacation leave on the payrolls for our Department audited by him, was read and placed on file.

Sewage Plant employee benefits.

The Director presented a work schedule for the Sewage Plant.

Referred to Personnel Committee for further consideration and recommendation.

As an added benefit to the Sewage Plant employees, a suggestion is made to furnish uniforms by the Department and various cost quotations from uniform laundries were presented.

Referred to Personnel Committee.

Director reported on garbage and rubbish collection and asked that if the Board had any suggestions or preferences, to make them known.

Director reported on Committee of the Whole meeting held afternoon March 2, 1964. Among items covered was the under-clearance on pedestrian overpasses on Walnut and Pine Streets and the Department of Public Service and its problems.

New Business—

Specifications for equipment in the amount of \$95,000 for the Department previously approved by the Board were reviewed for purchasing.

Mr. Walker was excused at 10:45 p.m.

Referral from Council of a letter from Rose-Hill Builders submitting items that were committed orally at meeting of February 10th for development of approximately 184 lots in area lying west of Waverly Rd. just south of where Holmes Rd. would be if extended westerly beyond Waverly Road.

The Director recommends the letter be approved as submitted.

Motion by Mr. Kern seconded by Mr. Stow to concur with the Director's recommendation to approve the items as submitted.

Carried.

Referral by Council of Petition to have sidewalk ordered in at corner of Woodview and Rossiter, Woodview and Bedford, and all other portions of Woodview Drive in Eton Downs not presently paved was considered.

Motion by Mr. Stow supported by Mr. Mingus that petition be accepted.

Carried.

Petition referred to Board by Council to vacate alley located between 109 and 115 N. Clemens Street which has never been completed to Horton Street and is of no obvious value as a thoroughfare was considered.

Motion by Mr. Woodruff supported by Mr. Mingus that this petition be accepted since the alley serves only the three petitioners and serves no useful purpose for the general public.

Carried.

Plat for Sunset Hills No. 4 was presented to the Board.

Motion by Mr. Stow seconded by Mr. Mingus that the plat be approved.

Carried.

Request from McNamara Construction Co. that their retainer fee be reduced from 20% to 10%.

Motion by Mr. Woodruff supported by Mr. Mingus that request be tabled.

Carried.

Request from Assistant Director that retainer fee on other contracts signed before 11-20-63 be reduced to 10%.

At the Director's suggestion, this request was tabled until such that a specific request is received and each request to be handled separately.

Request from Councilman Bradshaw that the Board of Public Service report relative to the widening of Holmes Rd. from Pleasant Grove Road to Logan Street.

Director suggested to recommend to Council to order this work done and make money available for the project.

Motion by Mr. Stow supported by Mr. Kern to concur with the Director's recommendation.

Carried.

Director reported that six of the Department personnel, namely, Messrs. Trout, Waidelich, Curtis, Asher, Ward and Davis attended the Michigan Public Works Forum on March 4, 1964 in Marshall, Michigan and that the cost to the Department would be \$24.00.

Motion by Mr. Stow supported by Mr. Mingus that this item be paid.

Carried.

The Director elaborated on the need for improved accounting methods whereby the Department would have control of its monies, such as Bond Issue money, interest on Bonds, etc., and the need for such an accounting method is especially desirable to properly report the spending of P.A. 51 funds.

Chairman Mason appointed a three-member Finance Committee: Chairman Aldrich, Mr. Kern and Mr. Woodruff.

The Director reported that it will be necessary to hire consultants for Delta River Drive and Forest Road area sewage design.

Motion by Mr. Stow seconded by Mr. Mingus that two consultants be hired (1) to produce a right-of-way map for the Delta River item on the Bond Issue and (2) to provide preliminary sanitary master plan within the area bounded by I-96, Pine Tree Connector, the Red Cedar River, New York Central Railroad and Sycamore Creek plus the incorporated area east of Pine Tree Connector.

Motion carried by following vote:

Yeas: Messrs. Aldrich, Kern, Mingus, Stow and Walker—5.

Nays: Mr. Woodruff—1.

Absent: Mr. DeRose.

The following items were discussed:

1. Dirty and deplorable conditions found in lunch and locker rooms of Department facilities. Need to be cleaned up.

2. What happened to list of safety items we were going to procure? Director to check and report on agenda for next meeting.

3. Clean Bulletin boards of old and obsolete information.

4. Do all street equipment have yellow flashers. Make a check.

5. Question raised regarding safety equipment for Sewage Plant employees when going down into garbage pits to clean.

Mr. Wyllie informed that there are no toxic gases present.

6. Is there any value to the incinerator at the Sewage Plant not in use at present? Expect to use it, not to be sold for the time being.

Meeting adjourned at 11:35 p.m.

Respectfully submitted,

OTTO A. KERN,
Secretary.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, March 18, 1964

Meeting called to order at 7:45 p.m. by Chairman Mason.

Present: Messrs. Aldrich, Kern, Mason, Mingus, Walker and Woodruff—6.

Absent: Messrs. DeRose and Stow—2.

Present also was Councilman Potter who discussed payments on contracts and talked in behalf the Finance Committee, after which he departed.

Minutes approved as read.

The Director provided the Board with a list of sidewalks to be repaired and constructed for the Board's consideration.

Garbage and rubbish collection was discussed in general and the proposed contract in particular. The Board requested copies of the contract be made available to the Board members. Recommendation and decision tabled until next meeting.

COMMITTEE REPORTS

Personnel Committee: Presented requests for extension of service from Evert Morse and Howard Duncel, which were discussed.

Motion by Mr. Woodruff supported by Mr. Mingus that the policy of the Board of Public Service shall be that when an employee of the Department reaches the age of 65, he is automatically considered retired.

Carried.

Motion by Mr. Woodruff seconded by Mr. Kern that the requests for extension of Mr. Morse and Mr. Duncel be denied and that they be so notified and informed of their right to appeal to the Personnel Committee of the Council and further that a notice of the Board's policy on retirement be posted on all bulletin boards.

Carried.

A letter from the Personnel Director was read regarding Santana Estrada and the three garnishments served on him within a 12-month period which is in violation of Personnel Rule XVIII, Financial Responsibility.

Motion by Mr. Woodruff seconded by Mr. Mingus that the services of Mr. Estrada be terminated due to the foregoing violation effective March 20, 1964.

Carried.

Madie Wright, whose merit increase was denied earlier, appealed to the Personnel Committee. After talking to him, the Committee recommends he should be granted the increase.

Motion by Mr. Woodruff seconded by Mr. Walker to accept the recommendation of the Committee.

Carried.

Finance Committee: The chairman reported the committee had set up certain objectives and would meet very shortly.

DIRECTOR'S REPORT

The Mayor and the City Council have promised full co-operation to the Capitol Development program. Now certain expenses have come up such as surveying and design costs, etc. for which there is no money and we should ask for an appropriation by the City Council.

Motion by Mr. Mingus supported by Mr. Woodruff that the Director be directed to request an appropriation in the amount of \$5,000.00 for departmental expenses in connection with Capitol Development, by the City Council.

Carried.

NEW BUSINESS

Council referral of I-96 and U.S. 127 lighting was tabled.

MSHD resolution of approval of alignment of I-496 was discussed.

Motion by Mr. Woodruff supported by Mr. Aldrich to approve this resolution.

Carried.

Council referral of the Director's letter of February 27, 1964 concerning the suggested resolution concerning the I-496 Improvement within the City limits submitted by the Michigan State Highway Department was considered.

Motion by Mr. Mingus seconded by Mr. Kern that this Board is of the opinion that our Director along with other Department heads meet with the Council before this Board will recommend the approval of this resolution.

Carried.

Council referral of letter from Building Division, Department of Administration relative to improvements and revisions to the City streets serving the Capitol Development area was discussed.

Motion by Mr. Mingus supported by Mr. Woodruff that Allegan and Ottawa Streets be widened to 56 ft.-0 in. from curb to curb to provide for four 11 ft.-0 in. traffic lanes and one 12 ft.-0 in. lane on the right side of each street; that Pine and Walnut Streets will be widened to 66 ft.-0 in. from curb to curb to provide for six 11 ft. 0 in. traffic lanes; that the curbs on the north side of Allegan and south side of Ottawa Streets be located 24-ft.-0 in. from the street center lines. Also, that no underclearance less than 14 ft.-6 in. will be acceptable.

Carried.

Four Letters of Intent to curb and gutter or gravel were presented for Board approval, namely: Fine Bilt Homes, Somerset Subdivision; Neller Homes, Inc., Bancroft Hills Subdivision; Hacker Development Co., Kimberley Downs No. 2; and Grand View Land Corp., Groesbeck Hills Subdivision.

Motion by Mr. Mingus supported by Mr. Walker to approve the Letters of Intent.

Carried.

Petition objecting to the widening of Delta River Drive between U.S. 16 and Waverly Road tabled.

Motion by Mr. Mingus supported by Mr. Kern to approve participation in the Michigan Highway Conference in East Lansing.

Carried.

Referral of a letter from Duane Bower, 1247 Bensch St. relative to unimproved alley next to his place and asking for certain improvements to alley. Tabled until next meeting.

Referral of letter from Dept. of Administration, State of Michigan, to vacate portion of Michigan Avenue at the west line of Walnut Street and extending westerly to east line of Pine Street.

Motion by Mr. Woodruff seconded by Mr. Mingus that this request be approved.

Carried.

Discussion on Mr. Fine's letter re: Tecumseh River Drive.

Motion by Mr. Aldrich supported by Mr. Woodruff that the Board recognizes that this was passed by the City Council prior to this referral and that the condition of our widening and opening account makes it necessary for an allocation to cover the cost of the work.

Carried.

Mr. Trout's letter was read regarding McNamara Construction Company and the extra item of work in connection with Miracle Mile, Inc.

Motion by Mr. Kern supported by Mr. Woodruff that the Board instructs the Director to place it with the City Attorney for enforcement of contract provisions that this matter has been under negotiation too long already; that he further investigates the Board's opinion that the ultimate cost should be borne by Miracle Mile.

Carried.

Meeting adjourned at 1:30 a.m.

Respectfully submitted,

OTTO A. KERN,
Secretary.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, April 1, 1964

Meeting called to order at 7:30 p.m.

Present: Messrs. Aldrich, DeRose, Mason, Mingus, Walker and Woodruff—6.

Also Present: Councilman Potter.

Absent: Messrs. Kern and Stow—2.

Discussion on the minutes of the previous meeting.

Motion by Mr. Woodruff supported by Mr. Mingus to reconsider the motion approved March 18, 1964 relative to retirement.

Carried.

After further discussion the following action was taken:

A motion by Mr. Woodruff supported by Mr. Mingus that the policy of the Board of Public Service shall be that when an employee of the Department becomes eligible for retirement as prescribed under the provisions of the City of Lansing Employee Retirement System and reaches the age of 65, he is automatically considered retired.

Carried.

Discussion on uniform sewer assessment. Further tabled.

General discussion on the Council's decision to construct sidewalk on Howard Street and on sidewalk repair and construction citywide.

Discussion on garbage-rubbish collection and the proposed contract:

Motion by Mr. DeRose supported by Mr. Woodruff that the Director of Public Service shall make revisions as submitted and

discussed and prepare contract for Council approval.

Carried.

I-96 and U.S.-127 lighting agreement was unanimously approved by the Board as per the notes to the Board which read as follows: "The I-96—U.S.-127 lighting agreement after further consideration seems to contain no unusual wording and as long as the Board of Water and Light continues to take this responsibility, there seems to be no problem for the Department of Public Service."

Mr. Basel and Mr. Nosal made an appearance. Discussed means and methods of sanitary sewer assessments in Holmes-Pleasant Grove area.

Resolution on I-496 Improvement concerning grade separations and street closings within the City limits by Michigan State Highway Department was discussed and tabled.

Petition to objection to widening of Delta River Drive between U.S.-16 and Waverly Road referred to Streets and Sidewalk Committee of the Board.

After discussing the letter of Duane Bower, 1247 Bensch Street, regarding the alley next to his property, the following action was taken:

Motion by Mr. Woodruff supported by Mr. DeRose that the request to vacate be denied and that the City retain the property for future requirements.

Motion carried.

Petition concerning Tecumseh River Drive widening and opening was received and tabled.

General discussion on McNamara Construction Company—Miracle Mile, Inc. cost of extras.

Discussion on Capitol Development.

The Board as a whole approved the Director's action on discipline and recommended that the Personnel Committee draw up a resolution relative to the Director's authority to discipline, suspend, etc.

Discussion regarding the case of Santana Estrada.

Motion by Mr. Walker supported by Mr. Woodruff that Mr. Estrada be penalized one day without pay and reinstated with full seniority and that his merit increase be allowed.

Carried.

After discussion by the Director of Public Service relative to the reorganization of the Department, the following motion was passed:

Motion by Mr. Woodruff supported by Mr. DeRose that the personnel as stated be transferred, the classifications be approved, and facilities be relocated as discussed.

Carried.

Policy VI was discussed and Mr. Foster's action was approved.

Matter of Sewage Plant employee reclassification was referred to the Personnel Committee.

Inspector's rating and Mr. Lomax' reclassification was discussed and referred to Personnel Committee.

Merit increases referred to Personnel Committee.

Letter received from Ron Young requesting reimbursement for clothing damaged while welding. Referred to Equipment Committee.

Committee on Public Service and Highways requested a new ordinance on stubbing of storm sewers. Discussed and agreed that the Department undertake to revise it.

Mr. Woodruff requested a list of all Department employees who are authorized by appropriate documents to have part-time employment.

Discussion on widening of Holmes Road, Washington to Pleasant Grove.

The Director informed the Board that an annual report on Public Act 51 has been made and signed and transmitted to the Michigan State Highway Department.

Director informed the Board that Section I of Pennsylvania Avenue, described as from Michigan Avenue to Sheridan, would be contracted first to get the cost analysis for the balance of the project.

Director discussed the repair of driveways, lawns, etc., when streets are widened, reggraded, etc. The Board of Public Service decision on this matter is to continue to replace sidewalks, driveways, lawns, etc. to original condition.

Meeting adjourned at 12:30 a.m.

Respectfully submitted,

OTTO A. KERN,
Secretary,

by STANLEY R. CURTIS.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, April 16, 1964

Meeting called to order at 7:40 p.m.

Present: Messrs. Aldrich, Kern, Mason, Walker and Woodruff—6.

Absent: Messrs. DeRose, Stow, Mingus—3.

Minutes of the previous meeting approved as read.

Further consideration of uniform sewer assessment tabled.

A list of sidewalks to be constructed and/or repaired was presented by the Director.

Motion by Mr. Kern seconded by Mr. Woodruff to recommend this list to the City Council with the addition of Lewton from Bedford to Pamela.

Carried.

Mr. Woodruff requested that work should be rushed on Howard Street sidewalk construction (if at all possible) because of the number of children using this street and the amount of fast moving traffic on Howard due to it being a one-way south-bound.

General discussion on sidewalk specifications and the Director informed of the recent action by the City Council whereby the specifications on safety and compaction were deleted from the contracts. The Board had overlooked referring these specifications to the City Council for approval prior to making them a part of the contracts.

Motion by Mr. Kern seconded by Mr. Woodruff that the Board refers to the City Council specifications on all areas and that to include the Performance Bond and Maintenance Bond portion of the Letter of Intent for their consideration.

Carried.

Concerning the resolution on I-496 Improvement from MSHD, the Director re-

ported a meeting will be held with the MSHD.

The Board in its April 1 meeting considered the letter of Duane Bower regarding the alley located next to his property on 1247 Bensch Street., but took action only on the first request. The Board now considered the other two alternatives, namely, "to be allowed to erect fence across alley to stop undesirable traffic; 3. Be allowed to erect fence on alley leaving pathway open to foot traffic."

Motion by Mr. Woodruff supported by Mr. Kern that the Board recommends denial on all three requests.

Carried.

Mr. Trout reported that the Department's forces were cleaning this alley of the overgrown brush.

Further discussion concerning the petition objecting to the widening of Delta River Drive between U.S.-16 and Waverly Road.

Motion by Mr. Woodruff supported by Mr. Aldrich that the Board recommends this petition be denied inasmuch as the citizens of Lansing voted last October, 1963 on the Bond Issue which included this improvement to major street standards of four or more lanes.

Motion carried.

The Director reported on the personnel changes made within the Department of Public Service. It was the feeling of the Board that all personnel should be properly classified for the work they are performing.

Motion by Mr. Woodruff supported by Mr. Kern that all merit increases presented to the Personnel Committee be approved EXCEPT those whose residence is outside the city limits be denied the merit increase; further, that whenever an employee makes his residence within the city limits, he shall be immediately considered for a merit increase or promotion.

Carried.

The Equipment Committee reported on the clothing of Ronald Young destroyed while welding and the request that the Department make reimbursement for same.

Motion by Mr. Woodruff seconded by Mr. Aldrich that this request be denied.

Carried.

The Director reported that a significant amount of equipment has been purchased. Mr. Trout gave a detailed report on this equipment.

The Director reported on garbage-rubbish collection. The objection voiced by the people most often is the pick-up at the curb. This matter is in the Committee of The Whole and until it acts on it, there is nothing more for the Board to do.

The Director reported on the following in general: Capitol Development, the need for a new stubbing ordinance, I-496 meeting with Michigan State Highway Department, William Street widening and parking areas for Oldsmobile, the coming change in the method of accounting for the Department, and the area west of Waverly.

Plats were presented for Woodside Park, Midway Industrial Center No. 2, Sunny Ridge, and Vagabond Acres.

Motion by Mr. Kern seconded by Mr. Woodruff to recommend approval of these four plats.

Carried.

The Director asked the Board if he came up with a list of people who are not fully able to perform their work because of some disability, would the Board approve to recommend them for disability pension.

Unanimous approval of the Board.

Service extension was requested for Earl May, Utility Man IIIA at the City Hall. The Director recommended an extension for Mr. May since he is not eligible for pension not having been employed by the City for the required minimum length of time and because at the present time, another employee would not be immediately available to replace him.

Motion by Mr. Walker seconded by Mr. Kern that the Board concur with the Director's recommendation to extend Mr. May's service for one year.

Carried.

A request was received for service extension for Glenn Taylor, Night Watchman IB.

Motion by Mr. Walker supported by Mr. Aldrich that this request be denied in compliance with the Board's policy when an employee of the Department reaches the age of 65 and is eligible for a pension, he be recommended for retirement.

Carried.

Permission was requested for Mr. Foster, Mr. Wyllie, Mr. Chenard and Mr. Builderis to attend the Michigan Public Works Conference in Midland on April 23, 1964.

Motion by Mr. Kern seconded by Mr. Woodruff that this permission be granted.

Carried.

A request was received from Mr. Patrick Eyde of PMS Company for permission to install a sanitary sewer beginning on Bon Air Rd., in Lansing Twp.

Motion by Mr. Walker supported by Mr. Aldrich that the Board recommend to the City Council to approve this request in accordance with the Board's Standard Letter of Intent.

Carried.

Two grievances were received, namely, Francis Smariege classified as a Truck Driver IIIA and Clyde Sawdy now classified as a Laborer IIIAB, both performing work as inspectors, and requesting reclassification to Inspectors.

The Director has conveyed a request to the Personnel Director to consider additional classifications at the IV-level and at IIIAB. Until these classifications are created by the City Council, no further action can be taken on this grievance.

MSHD agreement to provide construction of M-43 on Oakland and Jefferson presented to the Board.

Motion by Mr. Woodruff seconded by Mr. Aldrich to recommend approval of the agreement.

Carried.

MSHD plans to construct M-43 from Logan east to Center St.

Motion by Mr. Woodruff seconded by Mr. Aldrich to recommend approval of the plans.

Carried.

The Board considered an Easement from Patrick A. and Lilly M. Ryan to Wells P. and Loretta M. Austin granting permission

to cross over property to connect to sanitary sewer adjacent to property of the Austin's but not crossing their property.

Motion by Mr. Woodruff seconded by Mr. Walker that this easement be referred to the City Attorney and City Assessor for their review and opinion.

Carried.

Request from Meadow Wood Subdividers for permission to contract with their own subcontractors to complete grading of streets, spreading of gravel and construct curb and gutter.

Motion by Mr. Aldrich seconded by Mr. Woodruff that the Board recommends approval of this request.

Carried.

Signed Letters of Intent received from The Manor House, 920 S. Washington Ave., Lansing, Michigan to grade and gravel and

to construct curb and gutter in the 100 Block of West Hazel Street.

Motion by Mr. Woodruff supported by Mr. Aldrich to recommend approval of this Letter of Intent and add bituminous improvement when the standard is approved by the City Council.

Carried.

The Director reported that as policy had been established by previous action of the Board (namely, Weigman Drain connection), he recommended to the City Council to permit connection to Mud Lake Interceptor Section II at a fee of \$250.00.

Board unanimously approved the Director's action.

Meeting adjourned at 12:35 p.m.

Respectfully submitted,

OTTO A. KERN,
Secretary.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, May 6, 1964

Meeting called to order at 7:50 p.m.

Present: Messrs. Aldrich, DeRose, Kern, Mason and Woodruff—6.

Absent: Messrs. Mingus and Stow—2.

Minutes of previous meeting approved as read.

Nothing new to report on the uniform sewer assessment—waiting for more information from City Assessor.

Director reported on I-496 and Logan Street (M-99) to St. Joseph. Board and Department concerned more with practicability for maintenance than with routing.

The Director informed that a letter has been forwarded to the City Attorney in rough draft form on the stubbing ordinance and should be on coming Monday night's agenda of City Council.

General discussion on Oldsmobile and William Street; also, disability pensions.

The request of Wells P. and Loretta M. Austin to connect to the Weigman Interceptor Sanitary Sewer was thoroughly considered after reading the opinion from the City Attorney.

Motion by Mr. Kern supported by Mr. DeRose to recommend approval of the Easement from Patrick A. and Lilly M. Ryan permitting connection across property described in the Easement and that a charge of \$275.00 be made for this connection, all work to be performed by a licensed drainlayer.

Carried.

Resolution granting authority to Director to suspend, discipline, etc., subject to review by Board.

Motion by Mr. Woodruff supported by Mr. Kern that resolution be passed.

Carried.

The Board unanimously decided upon meeting as a whole with the operators of the Sewage Treatment Plant, Mr. Woodruff to set date suitable to all.

Considered the request of Glenn Bodell, Utility Man IIIA, for one year's extension of service.

Motion by Mr. Woodruff supported by Mr. DeRose to grant this request.

Carried.

Director reported on applicants and interview for Assistant City Engineer and Office Engineer VII. Board suggested inviting Mr. Corbit of Flint (applicant for City Engineer) to the next meeting of the Board.

Director reported briefly on the following: July 1 positions, Table of Organization, Accounting method change and computer, the difficulties encountered with Holmes Drain construction, design by others, and trip to Midland.

Michigan Municipal League conference will be held in Lansing in September, the City of Lansing to host the conference.

Letter of Intent from Meadow Wood Subdivision was considered.

Motion by Mr. Kern supported by Mr. Woodruff to recommend approval of this Letter of Intent.

Carried.

A request from Gordon Stafford for permission for he and Charles Leland to attend Waste Water Pollution Control annual conference at Boyne Mountain, June 8, 9 and 10, 1964 was received.

Motion by Mr. Aldrich supported by Mr. Woodruff to grant this permission.

Carried.

Lengthy discussion on information on projects, bids, specifications, etc. to Council.

Motion by Mr. Kern seconded by Mr. DeRose to make two copies of all materials and specifications: one for office file and one for Council.

Carried.

Motion by Mr. Kern supported by Mr. Woodruff that all study, preliminary and final plans, all projects, be submitted to

Council through the City Clerk for their information.

Carried.

Motion by Mr. Woodruff supported by Mr. DeRose to send a letter of appreciation to Mr. Walker for his years of service to the Board of Public Service.

Carried.

Board requested periodic progress reports on all projects.

Meeting adjourned at 11:31 p.m.

Respectfully submitted,

OTTO A. KERN,
Secretary.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, May 27, 1964

Meeting called to order at 7:35 p.m.

Present: Messrs. Aldrich, DeRose, Mason, Mingus, Stow and Woodruff—6.

Absent: Mr. Kern—1.

Minutes of the previous meeting approved as read.

Personnel Committee reported recommending that Robert Corbit, Registered Engineer of Flint, Michigan, be appointed as Assistant City Engineer.

Motion by Mr. Woodruff supported by Mr. Mingus that the report of the Committee be accepted.

Carried.

Personnel Committee made a report on merit increases, recommending that 21 merit increases be granted.

Motion by Mr. Woodruff supported by Mr. Stow that the report of the Committee be accepted.

Carried.

Personnel Committee made a recommendation that the merit increase for Henry Skopek be denied that he is not working to his ability but that he be reconsidered if and when his foreman recommends him for an increase.

Motion by Mr. Woodruff supported by Mr. Stow that the recommendation of the Personnel Committee be accepted.

Carried.

Personnel Committee recommended a change in classification for Allan Purtill from Construction Engineer VIII to Streets and Structures Engineer VIII.

Motion by Mr. Woodruff supported by Mr. Stow that the recommendation of the Personnel Committee be accepted.

Carried.

Personnel Committee recommended a reclassification for Peter Chenard from Civil Engineer VIII to Design Engineer IX.

Motion by Mr. Woodruff supported by Mr. Mingus that the recommendation of the Personnel Committee be accepted.

Carried.

Discussion of the necessity for a drainage plan which will coordinate the expenditure of bond issues for storm and sanitary drainage. It is recommended by the Board that the Council be requested to allocate a portion of each bond issue to further this plan. Proposals are to be requested of consultants now engaged in this work for the City. Concurrently, consultants will be requested for proposals concerning each specific bond issue as outlined in that issue. It is further recommended that the contract for contour information with Abrams Aerial Survey be extended to provide maps of areas already flown and new flights where the data is incomplete.

Motion by Mr. Woodruff supported by Mr. Mingus that the Director shall proceed with the Plan as outlined.

Carried.

The following Letters of Intent were presented to the Board for consideration and recommendation:

Sunset Hills No. 3, Fine Bilt Homes, to grade and construct curb and gutter in Colchester, Cogswell, Darby Drive and Cumberland Drive.

Motion by Mr. Aldrich supported by Mr. Mingus that it be referred to the City Council and recommend it be approved.

Carried.

Curb and gutter in Holly Park No. 4.

Motion by Mr. Mingus supported by Mr. Stow to recommend to the Council to accept the Letter of Intent to construct with City forces at a cost plus basis.

Carried.

Letters from Raff and Dexter requesting extension of time on their contracts on Mud Lake No. 2 and Weigman Interceptor No. 2.

The Director recommended that these two extensions be granted.

Motion by Mr. Mingus supported by Mr. Woodruff that the requests be referred to the City Council and recommend their approval.

Carried.

Request from C & C Construction to reduce the retainer on Contract 12 from 20% to 10%.

Motion by Mr. Mingus supported by Mr. Stow that this reduction in retainer be granted and so recommend to the Council.

Carried.

A petition to close the alley between Maplehill and Fenton was considered.

Motion by Mr. Woodruff supported by Mr. Mingus that this petition be referred to the Streets and Sidewalks Committee.

Carried.

The Plat for Delta Manor Subdivision No. 5 was presented for Board consideration.

The Director reported that he did not believe it in the best interests to construct homes in this area until after the correction of the Haze Drain.

Motion by Mr. Stow supported by Mr. DeRose that the Board concur with the Director's report and not recommend approval of this Plat at this time.

Carried.

The Plat for Placer Subdivision was presented for the Board's consideration.

Motion by Mr. Mingus supported by Mr. Aldrich that the Board postpone recommending approval until Planning Board has acted on this Plat.

Carried.

Estimations and recommendations for correction of damages on sidewalk construction on S. Logan namely, M9 Market,

Church on Logan and Pierce, and Shop-Rite Market were discussed.

Motion by Mr. Mingus supported by Mr. DeRose that the Director take this matter to the Committee on Public Service and Highways for their disposition and recommendation to the Council.

Carried.

The Director asked the Board to formulate a policy concerning curb and gutter on one side of street only.

Motion by Mr. Mingus supported by Mr. DeRose that the Director ask the Committee on Public Service and Highways to act on the policy on this matter.

Carried.

The Director was instructed to research the present status of Board policy and found that a policy was recommended to the Council February 11, 1964, Page 103 of the Council Proceedings. The work of the sealcoating will be scheduled immediately with the necessary assessment rolls to follow.

Request for permission for George F. Wyllie to attend the Waste Water Pollution Control conference in Boyne Mountain June 8, 9, and 10.

Motion by Mr. Woodruff seconded by Mr. Mingus that this permission be granted.

Carried.

Request of Andrew Palmer for extension of service time was referred to the Personnel Committee.

In appreciation of the Ingham County Road Commission dinner meeting of some time back, the Board of Public Service instructs the Director to arrange a joint meeting with the Ingham County Road Commission and Board of Public Service to discuss mutual problems arising from the annexation of the Sheridan Road and Maple Grove areas.

Resolution: In compliance with the Council's request that the Department set a date for the annual trash clean-up that this be given three weeks from June 1 beginning June 22. Ample notification in the newspaper be given to assure its success.

Motion by Mr. Woodruff seconded by Mr. Mingus that this resolution be passed.

Carried.

Mr. Trout presented a list of equipment to be purchased.

Motion by Mr. Woodruff supported by Mr. Mingus that the Board approve the purchase of this equipment.

Carried.

Meeting adjourned at 10:30 p.m.

Respectfully submitted,

C. MASON,
Chairman.

B

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, June 3, 1964

Meeting called to order 8:45 p.m.

Present: Messrs. Aldrich, Kern, Mason, Stow and Woodruff—6.

Absent: Messrs. DeRose and Mingus—2.

Also present was Mr. Arthur Faggion who replaces Raymond Walker (resigned) and Mrs. Phyllis Blake, replacement for Mr. Stow whose term expires June 30, 1964.

Councilman Perrin was present.

Minutes of the previous meeting were approved as read.

Representatives of Midway Industrial Center and Midway Industrial Center No. 1 were present to air out differences in who should make and pay for construction errors. The following were present for Midway: Messrs. Forgrave, White, Kierstad and Smith. Dick Stebbins represented the contractor, Barnhart Construction Company.

Lengthy discussion followed as to the interpretation of the clauses in the Letter of Intent. The Director explained that the Letter of Intent is intended to permit the developer to put in his own curb and gutter, grade and gravel at his expense when he desires to place the subdivision lots on sale and does not wish to wait for the City forces to do the work. But, he explained, the Letter of Intent also places all responsibility upon the developer to make all necessary corrections.

Motion by Mr. Kern supported by Mr. Aldrich that the Board of Public Service will support the Director's position and enforce the Letter of Intent.

Carried.

Motion by Mr. Woodruff supported by Mr. Kern that Midway Industrial Center interests be allowed specifically to lower man-holes and correct catch basins as they may find the need according to the City specifications.

Carried.

Personnel Committee presented a letter from Andrew Palmer, Watchman IB, for extension of service and recommendation from Stan Curtis to grant the extension were considered.

Motion by Mr. Stow seconded by Mr. Woodruff that the Board concur with Mr. Curtis' recommendation.

Carried.

Streets and Sidewalk Committee recommended that the alley between Maplehill and Fenton be vacated.

Motion by Mr. Woodruff supported by Mr. Aldrich that the Board concur with the recommendation of the Committee.

Carried.

The letter from Mr. P. T. Strudwick referred to the Board requesting reimbursement in part for overpayment for stubbing sewer was considered.

Motion by Mr. Aldrich seconded by Mr. Kern that this request be denied.

Carried.

Letter from Mr. William J. Warner holding the City and contractor responsible for damages to personal property installation of sewers in Marscot Meadows was considered.

Letter to be placed on file.

The Board considered the Plat of Village Green Subdivision.

Motion by Mr. Kern supported by Mr. Aldrich to recommend the approval of this Plat.

Carried.

The Board considered the Letter of Intent for Holly Park No. 5.

Motion by Mr. Kern supported by Mr. Woodruff that this Letter of Intent in the form submitted be denied and that it be resubmitted properly (retyped in four copies and no clauses be crossed out) for reconsideration.

Carried.

The Director asked Board to consider a policy regarding the cost of sealcoating.

Motion by Mr. Kern supported by Mr. Woodruff that the cost of sealcoating be charged 100% to the property owner.

Carried.

The tabulation of bids for equipment received May 26 and June 2 were discussed.

The problems concerning the Department's intent to construct W. Holmes Road, Pleasant Grove to Waverly and Pleasant Grove from Holmes Road to Victor were reviewed.

The Department's position regarding testing of petroleum products was reviewed.

Regarding the annual spring trash pickup, the Director informed that the Council had decided to give independent haulers an opportunity to bid for the rubbish pickup.

The matter of stubbing was reviewed and discussed.

Motion by Mr. Woodruff supported by Mr. Stow that a copy of the proposed letter to be sent to each property owner with a resolution be sent to the Council.

Carried.

In addition, the utility companies are requested to present their degrees of compliance to Sec. 28-56 of the Code of the City of Lansing.

Plat for Holly Park No. 5 was considered.

Motion by Mr. Kern supported by Mr. Aldrich to recommend approval of this Plat.

Carried.

The dinner meeting with the Ingham County Road Commission was rescheduled for 6 p.m. June 17, 1964 at the City Club.

Meeting adjourned 12:15 p.m.

Respectfully submitted,

OTTO A. KERN,
Secretary.

B

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, June 17, 1964

Meeting was called to order by Chairman Mason at 7:30 P.M.

Present: Messrs. Aldrich, Faggion, Kern, Mingus, Stow and Woodruff.

Absent: Mr. DeRose.

From Ingham County Road Commission: Messrs. Brown, Evans, Everett, Puffenberger and Schaeffer.

Councilman Buhl attended the meeting.

Also present were Messrs. Van Eyck and Carr from McNamee, Porter and Seeley, consulting engineers.

Minutes of the previous meeting were approved as read.

Mr. Evans of the Road Commission discussed the roads maintained and under the jurisdiction of the County. The Road Commission wishes to make notice of abandonment, through the Board of Public Service, to the City Council, of roads in the annexed area of Sheridan Road, but not in Maple Grove area until such time as litigation is resolved. He also expressed hope that perhaps an arrangement can be worked with the City of Lansing whereby Aurelius and Willoughby Road maintenance could be exchanged for Wood Street, Lake Lansing Road and High Street.

Motion by Mr. Aldrich supported by Mr. Kern that the Board of Public Service recommend to the City Council that the City Attorney draw up such legal papers as are necessary to effect to accept the obligation for the streets in the Sheridan Road annexed area as of 12:01 A.M., July 1, 1964. Further that the Clinton County Road Commission be advised that the City of Lansing would request the jurisdiction for maintenance and/or construction for Sheridan Road, and that the State Trunkline Maintenance Agreement be extended to include that portion of U. S. 27 within the annexed area.

Motion carried.

The Ingham County Road Commission will not relinquish its jurisdiction of the roads in Maple Grove area until such time as all litigation now pending is resolved.

Motion by Mr. Mingus supported by Mr. Stow that the Board of Public Service recommend to the City Council that the plat of Placer Subdivision #1 be accepted.

Carried.

Mr. Foster discussed the 1964 Master Drainage Plan and stated that a letter had been sent to the City Council asking for approval of aerial survey and topography, to acquire consulting services and accept the proposal of McNamee, Porter and Seeley, and that a portion from the present bond funds be allocated for this plan.

Mr. Van Eyck talked on the proposal, the services offered by his firm, and the cost to the City. It was the feeling of the Board that this firm should be hired as the one to do the most satisfactory job, because of their background of having made previous studies and surveys of the City's drainage system.

Mr. Foster informed the Board that a request for an Inspectors reclassification had been made to the Personnel Director.

Referred to the Committee on Personnel.

Committee on Personnel recommended that Andrew Werner be changed from Plant Operator III-A to Utility Man III-A.

Motion by Mr. Woodruff, supported by Mr. Kern, that this change be granted.

Carried.

Mr. Foster informed the Board that Fishbeck and Thompson, Consulting Engineers, have made a report on sewers in the Forest Road Area.

Mr. Foster informed the Board that he had sent a letter to the City Council relative to the request of Elijah Basel to cross city owned property on which Grand Avenue is to be extended. Determination of his right to access would be expeditious prior to installation of curbing.

Mr. Foster informed the Board that letters have been written to concerned property owners asking them to comply with the stubbing ordinance and also to Consumers Power and the Board of Water and Light requesting their answer as to how they will comply.

Mr. D. J. Busley, Building Commissioner, requested the Board's support in his action to deem the buildings at 210, 212, 214, 216, 218, 220, 222, 224 and 301 East Grand River Avenue to be unsafe and unfit for human habitation. Mr. Busley also stated that because of the differential settlement of the foundations, inadequate maintenance, dilapidation and obsolescence, the collapse of these buildings is imminent, creating a hazard to safety or health and declared them to be public nuisances which should be abated by rehabilitation or demolition. Interior and exterior photographs of these buildings were shown to the Board.

Motion by Mr. Mingus, supported by Mr. Woodruff, that the Building Division proceed to have these buildings vacated and demolished under the provisions of Section 203 of the Building Code and that if the owners fail to comply with this directive, the Board will recommend to the City Council that they authorize the Public Service Department to proceed with the demolition work, and the cost to be assessed against the properties involved.

Carried.

Mr. Foster mentioned that it is possible the Board may be asked to give consideration to extending Turner Street south to Sheridan Street, between Grand River and the railroad.

The Director of Public Service reported on the Committee of The Whole meeting results of May 25 and June 5, 1964.

The widening of Pennsylvania Avenue was discussed and it was the consensus of the Board that safety should be the first concern of the City in determining how to improve this street.

Motion by Mr. Woodruff, supported by Mr. Mingus, that the 17 merit increases

before the Board be approved provided all are bona fide residents of the City of Lansing.

Carried.

Activity report of the Building Division for May, 1964, was received and placed on file.

Mr. Foster explained that a problem exists in Sunny Ridge Subdivision on how to get a sanitary and storm sewer to Pleasant Grove. Sunny Ridge has been platted, but the developer does not wish to improve at this time. Suggested that the City place such service in Sunny Ridge to Pleasant Grove at City's expense and stipulate that the subdivider will be obligated to the City at such time as the subdivision is developed.

Motion by Mr. Kern, supported by Mr. Mingus, that the Director proceed along this suggestion.

Carried.

Mr. Foster informed the Board that Midway Industrial Center had failed to correct manholes in the development and that they are a serious hazard to traffic.

Motion by Mr. Mingus, supported by Mr. Woodruff, that the Board recommend to the City Council that the streets be closed to traffic.

Carried.

Request from Francis Fine to divide Outlot D in Bel Aire Meadows into five parcels referred by the City Council.

Tabled until next meeting.

Meeting adjourned at 1:00 a.m.

Respectfully submitted,

OTTO A. KERN,
Secretary.

B/C

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, July 1, 1964

July 1, 1964

Meeting called to order 7:30 p.m. by Chairman Mason.

Present: Messrs. Aldrich, Blake, DeRose, Faggion and Mason—5.

Arrived after election of officers: Messrs. Kern, Mingus—2.

Absent: Mr. Woodruff—1.

Minutes of previous meeting approved as read.

Election of officers for ensuing year:

Chairman—Nominated were Otto Kern and Thomas Woodruff.

By written ballot, Mr. Kern received three votes, Mr. Woodruff two votes.

Mr. Kern declared elected as chairman.

Mr. Woodruff nominated for vice-chairman.

Motion by Mr. Aldrich supported by Mr. DeRose since there were no other nominations for vice-chairman that Mr. Woodruff be declared unanimously elected.

Carried.

Mr. Keith Aldrich nominated for secretary.

Motion by Mr. DeRose supported by Mr. Kern inasmuch no other nominations were made for secretary, Mr. Aldrich be elected secretary unanimously.

Carried.

Mr. Kern took over chairmanship of the meeting at this point.

Mr. Bob Smith of Hazen Lumber Co. came before meeting and expressed his

interest to either purchase or lease city-owned garage on South Logan.

Motion by Mr. Mason supported by Mr. DeRose that this property, located at 2817 S. Logan, be taken out of active use, that it be used for storage only and that permission be gotten to dispose of it eventually by placing it on the next convenient ballot and until such time, it be made available to rent or lease.

Carried.

Mr. Howison and Mr. Mulder appeared on behalf of Delta Manor No. 5. Mr. Mulder has been denied building permits because of the lack of adequate sewer facilities in this area and he requested permission to erect four homes already sold. Inasmuch as the Board had recommended to Council to deny approval of the Plat for Delta Manor No. 5 (because of the already overloaded sewers) and this was referred to the Committee on Public Service and Highways and was in the Committee at this time, the Board recommended that Mr. Howison and Mr. Mulder approach the Committee on this matter.

Mr. Ernst appeared and some discussion followed regarding sewer assessments.

The dividing of "Outlot D" of Bel Air Meadows into four parcels tabled at the last meeting came up for discussion.

Motion by Mr. Mingus supported by Mr. Faggion that it be recommended to Council to approve he splitting of the Outlot into four parcels with a provision to prohibit access for Cavanaugh Road or house occupancy not be permitted until an improved 60 ft. width street is available and the lots be assessable for Cavanaugh Road improvement as necessity is determined by City Council.

Carried.

Letter from Lansing Public Schools regarding Brad-South Washington Area School was read, which indicated that would put in a private sewer and the

Director suggested it be included in the overall plan and be included in our contract.

Motion by Mr. DeRose seconded by Mr. Mason to concur with Director's recommendation.

Carried.

A list of equipment to be purchased was presented.

Motion by Mr. Mingus seconded by Mr. DeRose that the purchases be made as presented.

Carried.

Consumers Power Co. has informed the Board they will comply with the stubbing ordinance.

Board of Water and Light has advised that they will charge property owners a \$50.00 stubbing charge.

The filling of vacancy created by Gil Asher's retirement and the Inspector IV position referred to Personnel Committee.

Letter from North Lansing Women for Action Committee objecting to the demolition of the eight parcels of property in the 200 block of North Grand River was read and placed on file.

Change order for extension of time for Burr Bros. on Bancroft Hills recommended to be approved by the Director.

Motion by Mr. Mingus supported by Mr.

Faggion to concur with the Director's recommendation.

Carried.

Requests for permission to perform supplemental work by employees of Public Service Department referred to Personnel Committee.

Councilman Perrin arrived.

The Director had requested Mr. Bodwin's permission to carry over compensatory time, not used by July 1, into coming fiscal year which request was denied by Mr. Bodwin.

Motion by Mr. Mingus supported by Mr. Mason that the Director take this matter to Personnel Committee of Council for their attention.

Carried.

The Director informed the Board that the City Controller's office had made some 60 breakdowns in the Public Service Department budget. He will talk on this more in length at the next meeting.

Director explained work of Committee on Pennsylvania Avenue widening.

A unanimous vote of thanks was given to Mr. Mason for his faithful conduct of the meetings of the Board of Public Service and his willing co-operation in all matters pertaining to the Board of Public Service.

Meeting adjourned at 10:45 p.m.

Respectfully submitted,

KEITH E. ALDRICH,
Secretary.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, July 22, 1964

Meeting called to order 7:30 p.m.

Present: Mr. Blake, Messrs. Aldrich, DeRose, Faggion, Kern, Mason, and Woodruff—7.

Absent: None, one member short.

Minutes of the previous meeting were read. The minutes to be corrected as follows:

Present: Aldrich, Blake, DeRose, Kern and Mason—5.

Arrived after election of officers: Messrs. Faggion and Mingus.

Minutes approved with correction.

Mr. Woodruff declined vice-chairmanship.

Mrs. Blake nominated by Mr. Woodruff and seconded by Mr. Manson for office of vice-chairman.

No other nominations, Mrs. Blake declared as unanimously elected vice-chairman.

Mr. Kern announced he wishes committees to remain as now appointed until Board membership is full.

Letter of resignation received from Mr. Harold Mingus read and placed on file.

Motion by Mr. DeRose seconded by Mr. Woodruff that a letter of appreciation be sent to Mr. Mingus.

Carried.

Report from Personnel Committee—

13 merit increases presented for Board approval.

Motion by Mr. Woodruff supported by Mr. Faggion that they are all satisfactory and recommend they be approved.

Carried.

Motion by Mr. Woodruff supported by Mr. Faggion that Francis Smariege be

promoted from Truck Driver IIIA to Inspector IV replacing Earl Lomax.

Carried.

Mr. Woodruff reported that he has received repeated calls from employees at the Sewage Plant requesting more pay.

Recommendation by Mr. Woodruff supported by Mr. DeRose that we request a job reevaluation by Mr. Bodwin and send a copy of the proposed examination for sewage plant operators.

Carried.

Personnel Committee reported on supplemental work requests.

Motion by Mr. Woodruff supported by Mr. Mason that all be approved except that of Jan Losey inasmuch as he requested 22 hours rather than the 20 hours as limited by the Council and that he may resubmit his request if he so desires.

Carried by 6 Yeas, 1 Nay—Mr. DeRose.

Mr. Bob Smith of Hazen Lumber Co. came before Board regarding South Logan Street Garage building. He was informed that it had been approved as recommended by the Board by Public Service and Highway Committee and the Council. Further research to be made if referred to another committee and Mr. Smith to be informed of status.

Letter of Intent from Frandora Hills No. 1 was presented. Discussion followed concerning Item No. 2 changed by developer.

Motion by Mr. Aldrich supported by Mr. Mason that Letter of Intent be referred to City Attorney for opinion and approval and, if City Attorney approves, the Letter of Intent be recommended for approval to City Council.

Carried.

Report outcome to next meeting of Board.

A letter from Mr. Trout regarding highway maintenance in newly annexed areas was read.

No action necessary as City has maintenance contract with State on highways.

Report from Police Department re \$2.00 loads of dirt alleged to have been sold by Public Service Department employees. As this is no longer practiced, the letter was placed on file. The Department has a form now in use to be filled out by party requesting dirt.

Director reported on accounting and new budget accounts.

Director reported Council approved of \$75,000 for use for 1964 Drainage Master Plan.

A bill submitted to Francis Fine for inspection cost on Sunset Hills No. 3 which Mr. Fine refused to pay.

Motion by Mr. Woodruff supported by Mr. Aldrich that the Board recommends that Mr. Fine be requested to pay the bill for the inspection cost because it is the policy that all developers pay inspection costs on jobs done by them outside the regular City contractual procedure.

Motion carried by following vote:

Yeas. 6.

Nays: Mr. DeRose—1.

The following offers of land for sanitary fill purposes and an exchange of property were discussed and referred to the Garbage Committee for study and recommendation:

From R. Carl, 31.65 acres on Aurelius Road.

From Advance Realty, 72 acres on Gunn Road.

Consider a pit in the north end.

Offer of Mr. Steeb, of New York Central Railroad, their property behind Lindell Drop Forge for existing City property on Paulson Street along railroad tracks, second choice; along tracks in City sanitary landfill, first choice.

The chairman announced that once a year the rules of the Public Service Board are studied and appointed a committee consisting of Mr. Woodruff as chairman, Mr. Faggion and Mr. Mason to study rules and make recommendations.

Activity report for month of June received from Building Division and placed on file.

A letter from Board of Water and Light was read requesting permission to enclose a portion of Daft Drain, cost to be borne by Board of Water and Light, construction by them and under the direction of the Department of Public Service.

Motion by Mr. Mason supported by Mrs. Blake to recommend the approval of this request.

Carried.

The Director recommended that Gerald Ward be placed in position vacated by the retirement of Gil Asher and Mr. Lloyd Stull to fill Mr. Ward's position.

Motion by Mr. Mason supported by Mr. Woodruff to concur with Director's recommendation.

Carried.

The Director requested Board policy on retaining walls. Tabled until next meeting of Board.

Director presented his report for period from October 7, 1963 to July 20, 1964. Much discussion followed.

The Board unanimously recommended that personnel in charge of administration, Building Division, properties, operations and engineering be present at next Board meeting.

Meeting adjourned at 12:45 a.m.

Respectfully submitted,

KEITH E. ALDRICH,
Secretary.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, August 5, 1964

August 5, 1964

Meeting called to order at 7:30 p.m.

The following supervisors were interviewed by the Board: Allan Purtil, Dick Gearhart, Stan Curtis, and Bob Corbit.

Business meeting resumed at 9:30 p.m.

Present: Messrs. Faggion, Kern, Mason, and Woodruff and Mrs. Blake—5.

Absent: Mr. Aldrich—1.

Minutes of the previous meeting approved as read.

Discussion on manholes and catchbasins. Mr. Purtil answered questions from the Board re why errors occur, how they can be avoided, etc. Conclusion of the study provided is to handle each case to determine cause and who pays for corrections.

K. C. Allen had been approved for merit increase in the meeting of July 22. Because of his history of unexcused absences, his merit increase was recalled from the Personnel office. It is being held in abeyance until improvement is demonstrated.

Motion by Mr. Woodruff supported by Mr. Faggion that K. C. Allen's merit increase not be approved at this time.

Carried.

The Director reported that a letter in behalf of employees of the Sewage Treatment Plant had been written to the Personnel Director requesting a revaluation but that no answer had been received.

Mr. Donald Deal, Chief Electrical Inspector, wrote to the Board requesting permission to teach a class in Electrical Code at Lansing Community College fall, winter and spring terms.

Permission granted unanimously.

No report from Garbage Committee re properties offered to City for various purposes.

Mr. Mason reported on South Logan Street Garage Building. Appraised by the City Assessor at \$45,000.00.

Mr. Mason made a motion to recommend to the City Council that the sale of this property be placed on the November ballot to the interested party, Hazen Lumber Co., at the appraised price of \$45,000 plus \$500 for miscellaneous expenses incurred by the City, and that further, this money be placed in escrow for the purpose of land acquisition and construction of a central garage.

Supported by Mr. Faggion.

Carried.

The Rules Committee reported it would have a tentative set of rules for Board consideration at the next meeting.

Frondora Hills No. 1 Letter of Intent was discussed.

Motion by Mrs. Blake supported by Mr. Mason to require conformance to Board of Public Service standard Letter of Intent.

Carried.

A proposed retaining wall policy was read and presented to the Board for its consideration.

After some discussion, Mr. Woodruff made a motion supported by Mrs. Blake that it be submitted to the City Attorney for his opinion.

Carried.

The Director talked briefly on the accomplishments of the Department on various projects. The Board suggested a progress report as well as a comparison of the tonnage and mileage this year to last year's; number of sewer complaints, feet of sewer cleaned.

Mr. Woodruff presented the following resolution to be signed by the Director and the Board members and be sent to the DeRose Family:

Whereas, Albert DeRose did serve the Board of Public Service and the City of Lansing with honor and unselfishness and

Whereas, Our Lord has seen fit to remove Albert DeRose from our midst

Whereas, His passing has left a void in our lives that will be felt by all who knew and worked with him

Therefore, Be It Resolved that it be entered into the official minutes of this Board the deep affection and pleasant association we enjoyed and further

Be It Resolved that a copy of this resolution be sent to the family of Albert DeRose with our deepest sympathy.

Approved unanimously.

A request for extension of service for Thomas Gaw, Pump Operator at Lansing Avenue Pumping Station, was received.

Motion by Mrs. Blake supported by Mr. Mason to extend this service, until the Lansing Avenue plant becomes automatic.

Carried.

A letter to citizens (draft form) in answer to complaints was read. Recommend a postcard be used instead believing that it should be more brief than a letter.

Plat for Somerset Hills No. 1 presented to Board for approval.

Motion by Mr. Mason supported by Mr. Faggion that this plat be approved.

Carried.

Activity report for month of July of Building Division read and placed on file.

Director reported on the 1964 Master Drainage Plan contract between City and McNamee, Porter and Seeley.

Motion by Mr. Woodruff supported by Mrs. Blake that the Board recommend to Council to accept this contract.

Carried.

Report of Mr. Busley concerning the debris on lot on Burchfield Drive was read and placed on file.

Suggested that Messrs. Ward, Stull, Wilson and Stafford be asked to come to next meeting for interview.

Meeting adjourned at 1:30 a.m.

Respectfully submitted,

KEITH E. ALDRICH,
Secretary.

By: OTTO A. KERN,
Chairman.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, August 19, 1964

Meeting called to order at 7:40 p.m.

Present: Mrs. Blake, Messrs. Basel, Faglion, Kern, Mason and Woodruff—5.

Absent: Messrs. Aldrich and Ward—2.

Council members present: Councilman Belen, Bradshaw, Buhl, Dean, Milks, Perrin and Potter.

Developers and/or their agents: Messrs. Stephens, F. Michel, Farber, Francis Fine, Zeimet, Bill Forgrave, and Charles O'Neill.

Others: Jim Finucan, Mayor's Office; Ed Brown, Planning.

Councilman Perrin explained the meeting was called to go over the Letter of Intent, contract specifications and performance and maintenance bonds.

Conclusions Letter of Intent, first paragraph and paragraph (1) approved as it read on original Letter. Paragraph (1a) to read: "Furnish satisfactory to the City Attorney, Performance Bond and Maintenance Bond of the applicants and his contractors and/or subcontractors, if any, to insure satisfactory completion."

Paragraphs (2) and (3) as before.

Paragraph (4) to read: "Applicant guarantees all work, materials and workmanship against defects and deficiencies hereunder performed for a period of one year from the date of final written approval and acceptance by the Department of Public Service."

After considerable discussion on paragraphs (5) and (6), it was decided that representatives of the developers, the Public Service Department and the Council meet and rewrite these two agreeable to all.

Paragraph (6) and (7) as before.

No discussion on specifications and bonds and referred to above group for discussion and/or decision.

The Board unanimously concurred with the Director in his opinion of changes in paragraphs (5) and (6) and instructed to

proceed along the lines he stated in the discussions.

Mr. C. F. Willingham, attorney for Eight-Twenty, Inc. appeared in behalf of his client regarding the vacating of Madison Court. Director stated he could foresee no complications and he would recommend vacating this alley.

Motion by Mr. Woodruff supported by Mr. Faggion to concur with the Director's recommendation.

Carried.

No report from Garbage Committee. Will have one for next meeting.

Rules Committee. Submitted new rules of procedure (see attached).

Motion by Mr. Woodruff supported by Mr. Faggion that they be adopted subject to approval as to form by City Attorney, rules to be printed in booklet form.

Carried.

Referral from Council of request of Ingham County Humane Society for pet cemetery adjacent to Sewage Treatment Plant.

Motion by Mr. Mason supported by Mr. Faggion that Board has no objections.

Carried.

Motion by Mr. Woodruff supported by Mr. Mason to send a recommendation to City Council that if the Council wishes the Board to start working on trash and garbage pickup for 1965, Board would like to start it early.

Carried.

Motion by Mr. Woodruff supported by Mrs. Blake that merit increases as presented be approved.

Carried.

Retaining wall policy tabled until next meeting.

Division progress reports tabled until next meeting.

Two drafts for postcard in answer to citizen's calling in requests for needed correction presented for Board approval.

Motion by Woodruff supported by Mrs. Blake to approve the one which reads: Dear Citizen of Lansing: The Lansing Public Service Department received your above complaint and has taken action to correct any and all deficiencies. We trust the appropriate service has been rendered and kindly appreciate your interest."

Carried.

Director reported that the Drainage Master Plan had been approved by Council, the contract submitted by McNamee, Porter and Seeley had been referred to Public Service and Highway Committee, and that a time schedule had been received from McNamee, Porter and Seeley.

Director reported on Engineering Accounts Receivable. Referred to Committee on Contracts and Specifications.

Southern Michigan Public Works Conference in Grand Rapids on August 20, the Director recommended that he, Mr. Trout, Mr. Wyllie and Mr. Corbit attend.

Motion by Mr. Faggion supported by Mr. Basel to concur with Director's recommendation.

Carried.

Director reported that Department of Public Service has been asked to host a tour of the City to some 60-80 public works people in Lansing for Michigan Municipal League state convention Sept. 16, 17 and 18, tour to be morning of the 18th.

Report by Director and considerable discussion followed on the Logan Center roof

collapse. Conclusion and any decision tabled until next meeting and asked for a report from Building Commissioner.

Salary increases for Mr. Foster, Mr. Trout, Mr. Wyllie and Mr. Stafford due Dec. 1 referred to Personnel Committee.

Extension of Aurelius Road and Pleasant Grove Road referred from Council. Tabled until next meeting.

A letter from Civil Defense Director regarding a large type vehicle to be used in time of emergency.

Director to answer letter.

Rivers Edge proposal discussed. Tabled until Letter of Intent is received.

Director informed Board that through resolution in Council from Personnel Director, the Public Service Department's payroll clerk had been transferred to Controller's office and thus abolishing one Clerk Typist II position.

After discussion and general disapproval of this action by entire Board, Mr. Woodruff made a motion supported by Mr. Faggion to check with City Attorney if this transfer and abolishment of position is legal.

Carried.

Promotion of Fred Smith to Foreman IVB referred to Personnel Committee.

Philo Becker's complaints referred to Personnel Committee.

Director read letter written to Public Service and Highway Committee re Donald T. Govan's complaint concerning curb and gutter replacement on 2917 and 2918 Hampden Drive.

Meeting adjourned 1:10 a.m.

Respectfully submitted,

KEITH E. ALDRICH,
Secretary,

By: OTTO A. KERN,
Chairman.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, August 24, 1964

Meeting called to order at 9 p.m.

Present: Messrs. Basel, Faggion, Kern, Mason and Woodruff—5.

Absent: Mrs. Blake, Messrs. Aldrich and Ward—3.

The meeting convened for the purpose of interviewing prospective employees and approving Personnel Committee reports.

Discussion on the removal of a position from the Public Service Department, Clerk Typist II, personnel and payroll clerk, was of the opinion that 50% of her workload was personnel and 50% payroll.

No action. No report available from City Attorney.

Considered new applicants for Foreman IVB classification which was posted July 29, 1964. Of the two applicants, Mr. Fred Smith's application and the recommendation of his supervisors was considered.

Motion by Mr. Woodruff supported by Mr. Mason that Mr. Smith be promoted to Foreman IVB on a probationary basis as stated in the Personnel Rules of the City of Lansing.

Carried.

Mr. Humbert Dama, applicant for Operations Engineer IX was interviewed.

Having noted his application and resume and his request for \$800.00 per month,

motion by Mr. Mason supported by Mr. Woodruff that the Board approves of the applicant for Operations Engineer IX position and, further that the Personnel Director and Director of P. S. requested to approve a starting salary increase from \$8,500 to \$9,500 (See Classification and Compensation Plan Sec. IV (B) and, further that the Personnel Director be requested to initiate any review of his qualifications necessary.

Carried.

Interviewed Mr. Stanley Parish for Civil Engineer VII and noted the letter of conditional acceptance from the Personnel Department.

Motion by Mr. Woodruff supported by Mr. Basel that he approves of the applicant and that he obtain and maintain a residence in the City of Lansing, salary to start at \$7,538.00; also, approve his requested starting date of September 21, 1964.

Carried.

Meeting adjourned 11:15 p.m.

Respectfully submitted,

KEITH E. ALDRICH,
Secretary,

By: OTTO A. KERN,
Chairman.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, September 2, 1964

Meeting called to order 7:30 p.m.

The following Department of Public Service supervisors were interviewed by the Board: Messrs. Wyllie, Chenard, Stafford, Ward and Stull.

Business meeting resumed at 9:45 p.m.

Present: Mrs. Blake, Messrs. Basel, Faggion, Kern, Mason, Ward and Woodruff—7.

Absent: Mr. Aldrich—1.

Councilman present: Mr. Buhl for part of meeting.

Minutes of previous meeting approved as read.

REPORTS OF COMMITTEES

Salary increases in Personnel Committee.

No action.

Merit increase for Rolland Pitts presented by Personnel Committee.

Motion by Mr. Mason, supported by Mr. Woodruff, that this merit increase be granted to Mr. Pitts.

Carried.

Problems of Philo Becker resolved by Committee and no action necessary by the Board.

No further report on Dama and Parish interviews.

Garbage Committee: To arrange a joint meeting with East Lansing, Lansing Township.

Rules Committee: Revised Rules of Procedure for the Public Service Board as approved by the meeting of August 19, 1964, have been approved by the City Attorney as to form. The Board unanimously decided to print the Rules in booklet form.

Contracts and Specifications: The Committee having considered the numerous services provided for private parties reports as follows:

The present activities are considered expeditious and/or in the interest of serving some segment of the citizens of Lansing. Extra large stocks of supplies, inefficient services, services competitive with private enterprise must be curtailed as not in the public interest. The Committee further recommends that a series of procedures which place in writing an obligation to each recipient to pay the bill and discourage each practice. Suggested is a request for forms, account numbers, receipts and inventory controls from the Accounting Division of the Director of Finance.

Motion by Mr. Woodruff, supported by Mrs. Blake, that the report of the Committee be approved.

Carried.

The Director reported that the Retaining Wall Policy has been approved by the City Attorney and recommends it be sent to the Council for approval.

Motion by Mr. Mason, supported by Mr. Basel, that Retaining Wall Policy be referred to Council.

Carried.

Director informed that division progress reports are ready for Board study and consideration. Board requested to have all reports reproduced and sent to all Board members and each division of the Public Service Department.

Lengthy discussion on Letter of Intent as revised, especially paragraph 5. (See attached copy—Changes made by Board of Public Service underlined.)

Motion by Mr. Mason, supported by Mr. Faggion, that Letter of Intent as now revised (attached copy) be approved by the Board and to be submitted to Council for approval.

Carried.

Director reported that the Committee of The Whole has requested that specifications be resubmitted for Council approval.

Motion by Mr. Mason, supported by Mrs. Blake, that specifications be resubmitted to the Council (in the order of importance and need).

Carried.

Garbage and trash pick-up tabled.

Permission requested by Mr. Wyllie to attend the 37th Annual Water Pollution

Convention in Miami, September 27 through October 1, 1964.

Motion by Mr. Faggion, supported by Mr. Woodruff, that this permission be granted.

Carried.

Chairman Kern adjourned the meeting at 1:00 a.m. and announced that a special meeting of the Board is called for Wednesday, September 9, to consider and act upon the balance of items on the agenda.

Respectfully submitted,

KEITH ALDRICH, Secretary
By Otto A. Kern, Chairman

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Special Meeting, September 9, 1964

Meeting called to order at 7:30 p.m.

Present: Mrs. Blake, Messrs. Basel, Faggion, Kern, Mason, Ward and Woodruff—7.

Absent: Mr. Aldrich—1.

Minutes of the previous meeting were read.

Motion by Mrs. Blake supported by Mr. Woodruff that the minutes be approved as read.

Carried.

Mr. Trout elaborated on the Michigan Municipal League State Convention on September 16, 17, and 18 in general and on the public works tour on September 17, 9 a.m. to 12 noon, in particular.

The Building Commissioner's report on the Logan Street roof collapse was read and discussed. Also, photographs of the damaged building were reviewed and discussed. Action postponed until matter is fully investigated.

Letter from the City Attorney to the County Plat Board was read and discussed. No action, as the Director's report to the Planning Board must suffice until further direction by that Board or the Council.

Discussion on subdivision backlot drainage.

The Board of Public Service unanimously concurs with the Director's recommendation to discourage backlot drainage and insist upon either drainage toward the street or public easements for any backlot drainage.

A recommendation by the Director that the Board give permission to recommend to the Council to audit contractor payrolls by City Controller, Internal Auditor and/or City Attorney to conform with City ordinance in reporting prevailing wage scale.

Motion by Mr. Woodruff supported by Mr. Mason to concur with Director's recommendation.

Carried.

The Director was instructed by the Board to make a list to be presented for Council approval of duplicate streets in the City and suggested new names.

Director asked for Board approval of consultants and fees.

Motion by Mr. Mason supported by Mr. Faggion that the Director take necessary steps to obtain consultants for the various projects. North End, Reynolds, Gilkey Drains, Capitol Area and Urban Renewal streets.

Carried.

A letter received from Ingham County Road Commission was read relative to certification of Waverly Road south to Jolly Road to I-96, to be transmitted to Council for their consideration.

Motion by Mr. Woodruff supported by Mrs. Blake that the Board concurs with the letter from Ingham County Road Commission.

Carried.

Concerning River's Edge proposal, the Director reported that a study was being made on Knight Drain to determine whether to encroach same from Waverly to the River under the Bond monies.

Chairman Kern reported in behalf of Councilman Buhl regarding personnel matters as follows:

1. To request from Mr. Bodwin for applications of other applicants for Operations Engineer IX.
2. That Personnel was doing all possible on recruitment for the six unfilled engineer positions.

3. Mr. Bodwin has been instructed by Council Personnel Committee to send whatever job specifications now exist.
4. Mr. Bodwin will meet with Board Personnel Committee to go over merit increases for Public Service Department.
5. Overtime pay fully explained in Personnel Rules.

Mr. Woodruff recommended that the Board should make recommendations to the Council for a site for a central garage.

Referred to Committee on Buildings, Grounds and Equipment.

Chairman announced that if no one objected, there would be no meeting of the Board until the first Wednesday in October.

No objections.

Meeting adjourned at 12 o'clock midnight.

Respectfully submitted,

KEITH ALDRICH,
Secretary,

OTTO A. KERN,
Chairman.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, October 7, 1964

Meeting called to order at 7:40 p.m.

Roll Call: Present: Messrs. Basel, Faggion, Kern, Mason, Ward and Woodruff - 6.

Absent: Mrs. Blake and Mr. Aldrich - 2.

Minutes of previous meeting approved as read.

William Waidelech, Administrative Assistant, was interviewed by the Board.

The following consulting firms and their representatives appeared at the invitation mailed to them:

William T. Harvey, Snell Engineers, Inc., Lansing

W. I. Kenerson, Kenerson Engineers, St. Johns

Clyde K. Stephens, Lansing

Dewey H. Noland, McNamee, Porter and Seeley, Ann Arbor

George E. Snyder, George E. Snyder Assoc., Jackson

Sam C. Wartinbee, McNamee, Porter and Seeley

Carl J. Wheeler, McNamee, Porter and Seeley

Paul Carr, McNamee, Porter and Seeley

James Porter, Tecon Engineers, Inc.

R. C. McLravy, G. S. McLravy and Sons, Inc.

Dale Watling, G. S. McLravy and Sons, Inc.

T. C. Williams, Williams and Works

The Director explained the purpose of the meeting and the scope of the following projects:

Gilkey Drain, now within the City limits.

North End Main Trunk Sanitary Sewer, now a combination sewer.

Urban Renewal area, a Federal project

which will involved specialized bookkeeping and reporting, will require a separate sanitary system and rebuilding of the street system. Will involve other agencies such as Board of Water and Light, Consumers Power Co., and Michigan Bell.

Reynolds Drain where there will be some correlation with the North End Main.

The Capitol Area Development which is the most urgent one, involves an eight block square, total anticipated cost to be \$1.3 million.

The Director talked on consulting fees and documents and called for discussion which followed.

In conclusion, each consultant was to submit his complete brochure and list of essentials for the work and the City will prepare a standard doument therefrom to the next meeting of the Board along with a priority list of consultants for each project.

The following Letters of Intent were considered:

Grade and gravel, curb and gutter Sunset Hills No. 4, Fine Bilt Homes.

Motion by Mr. Woodruff supported by Mr. Faggion that the Letter of Intent be approved.

Carried 6-0.

Grade and gravel, curb and gutter, Scotsdale, Cambridge Development Co.

Motion by Mr. Woodruff supported by Mr. Faggion that the Letter of Intent be approved.

Carried 6-0.

Grade and gravel, curb and gutter Eton Downs No. 3, Cambridge Development Co.

Motion by Mr. Mason supported by Mr. Woodruff that this Letter of Intent be approved.

Carried 6-0.

Construction of sanitary sewer on Terminal Road (Gordon Culham).

Motion by Mr. Faggion supported by Mr. Woodruff that this Letter of Intent be approved.

Carried 6-0.

(Note: PS & H resolution to go to Council simultaneously.)

Letter from Michigan Municipal League in appreciation of the Department's help for and during convention read and placed on file.

Letter relative to Logan Center Roof Collapse from the City Attorney, Building Commissioner and Director of Public Service to the City Council read and placed on file.

Mr. James Guigelaar appeared in behalf of his request for added sewer connection to serve his Trailer Court (Havana Trailer Court, 3730 N. East St.) extension approx. 30 new units. Existing sewer connection now serving 105 families.

Board referred this to the Director to make a thorough study of all problems and solution and prepare recommendation for next meeting of the Board.

The Director informed the Board that the City Attorney sent a letter to the Planning Board and to the Auditor General concerning platting. This letter was prepared by the Attorney, Planning Director and the Public Service Director. He also mentioned that in the interim the Village Green plat had been approved by the Auditor General.

The Board was informed that Mr. Bert Dama has assumed his duties as Operations Engineer IX and that Mr. Parish who was to fill the position of Civil Engineer VII, has declined after the City of Flint granted him a \$1,000 salary increase. The latter position is still vacant along with one other Engineer VII and two Engineer VI positions. The Personnel Director has no applicants for these positions.

The Retirement Board had a special hearing to consider the Director's request for a disability retirement for Steve Pazitka, Jr. On the strength of the recommendations of Mr. Bodwin that Mr. Pazitka be continued in City employment where the use of sight is limited and also

Dr. June's recommendation along the same thinking, the retirement was declined by the Board. However, the Michigan Services for the Blind and Social Security were to be contacted for any benefits they might offer, either in the way of suitable employment or disability benefits.

Committee reports were heard as follows:

Personnel Committee: Recommending the approval of 26 merit increases, all bona fide City residents.

Motion by Mr. Basel supported by Mr. Mason that the 26 merit increases be approved.

Carried 6-0.

Personnel Committee report recommending approval of 13 merit increases, all bona fide residents of the City.

Motion by Mr. Woodruff supported by Mr. Basel that the 13 merit increases be approved.

Carried 6-0.

Lyle Brockman's request to work not more than 20 hours per week outside of City employment was considered.

Motion by Mason supported by Mr. Woodruff that this request be approved.

Carried 6-0.

An incident of insubordination on the part of one City crew was brought before the Board. Not enough facts were known to enable the Board to take any action. Recommend investigation and full report for next meeting.

Report of Garbage Committee related a joint meeting between East Lansing, Lansing Township and Michigan State University as follows:

Revealed that Michigan State University has no dumping facilities and East Lansing landfill will be completely exhausted by December, 1964. Meridian and Lansing Townships are likewise exhausting. A real critical problem exists and most refuse in the area is now coming to Lansing landfill. The P.D.M. property plus or minus 200 acres in the northeast part of the City seemed to be one of the most feasible sites. Further consideration and planning towards the possible development of a greater metropolitan area authority and landfill operations will be explored.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, October 21, 1964

Meeting called to order 7:35 p.m.

Present: Mrs. Blake, Messrs., Basel, Faggion, Kern, Ward and Woodruff.

Absent: Messrs. Aldrich and Mason.

Minutes of previous meeting approved as read.

The Board reviewed the proposals in the following matters concerning consulting services:

1. Gilkey Drain as submitted by Williams and Works, Grand Rapids.
2. Reynolds Drain as submitted by Clyde Stephens, Lansing.
3. North End Trunk as submitted by John R. Snell Associates, Lansing.
4. Capitol Area Development as submitted by Kenerson Engineers, St. Johns.

Motion by Mr. Woodruff supported by Mr. Faggion that the above be approved as specific engineers for projects involved for final contract documentation and due to the time element that these be placed on the Council agenda for their consideration and approval.

Carried.

Motion by Mr. Faggion supported by Mrs. Blake that further negotiations with Tecon, Inc. be not considered by the Department and that the firm of George E. Snyder Associates, Inc. of Jackson be recommended to the Urban Redevelopment Board for their concurrence. Upon receipt of their concurrence, the Director is to submit the documents to the Council for their consideration and approval.

Carried.

The request of Mr. Guigelaar, owner of a trailer court in Clinton County, was considered. It was suggested that the Department refer this matter to the City Attorney to review the Board's power to act for the Landel system.

Letter to the Board from Mr. Bodwin concerning merit increments being denied the Director XII, City Engineer XI, and Sewage Plant Superintendent IX. Discussion followed.

Motion by Mr. Woodruff and supported by the entire Board that the Board refuses to accept the review of the merit increments on the basis that it was not based on prudence and good judgement and further that this motion be submitted by copy to each Councilman and the Mayor.

Carried.

The Board was informed that the Operations Division, in part, is using a modification of accounts and the Royal McBee punch card system for reporting. Authority to use this system has been given by the Michigan State Highway Department for trunkline and P.A. 51 purposes.

The Board noted the submission to the Council the joint report of the Director, City Attorney and the Planning Director concerning plat discussions with the Auditor General's office.

Report of Personnel Committee to approve the following:

Three merit increases were discussed.

The promotion of Richard Anderson to Special Equipment Operator IIIB.

Request of Gordon Stafford to send four men to Gull Lake for training meeting and four to Flint were considered.

Motion by Mr. Woodruff and supported by Mr. Faggion to approve the recommendation of the Personnel Committee.

Letter from Philo Becker referred to the Personnel Committee.

A public relations news media photographs of snow removal equipment to be in the Sunday feature. These activities were well-received by the news media.

Building, Grounds and Equipment Committee and Board discussed the site for a central garage and recommended that it be placed within the 6-year plan for high priority.

The questions raised concerning the retention basin at the Sewage Treatment Plant were discussed and approved as necessary addition to the plant capacity.

Bruce Cushman's request for sale was approved with reservation of easement for storm and sanitary sewers the City property known as Outlot C, Supervisor's Plat Burchfield Subdivision.

Bills from Francis Fine were tabled until next meeting of the Board.

Noting the number of residences involved and the duplication of name in Sheridan Road and Sheridan Street the Board considering the nearly completed M-43 project, recommends to the City Council that the streets now known as Jefferson and Sheridan, be changed to be known as Oakland.

The report of the Mayor's committee on the Logan Axis was favorably considered and tabled for detailed discussion.

The resolution presented by Michigan State Highway Department on I-496 was

considered along with proposed City Council resolution.

Motion by Mr. Woodruff supported by Mrs. Blake that resolutions as discussed and proposed to be placed before the City Council be approved.

Carried.

The Director's report to the Public Safety Committee concerning the Nobil Shoe Store roof collapse in the Logan Center was read and placed on file.

Letter from Ted Haskell of the Park Department referred to the Garbage Committee.

Motion by Mr. Faggion supported by Mr. Ward that the Board send the appropriate letter to Peter E. Chenard commending him upon his Professional Civil Engineer registration.

Carried.

Letter from Ray Guernsey, Director of Planning, concerning Capital Improvements read and tabled until next meeting.

Meeting adjourned 11:50 p.m.

Respectfully submitted,

KEITH ALDRICH,
Secretary.

OTTO A. KERN,
Chairman.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, November 11, 1964

1. Meeting called to order at 8:30 P.M.
2. Roll Call—Present: Mrs. Blake, Messrs. Faggion, Basel, Mason, Woodruff, Ward and Kern—7.

Absent: Mr. Aldrich—1.

3. Special Business

Mr. Cecil Case interviewed. Moved by Mr. Mason and seconded by Mr. Woodruff to hire Mr. Case as Survey and Roads Engineer VII. Carried 7 to 0.

The application of Dennis Williams discussed. Moved by Mr. Woodruff and seconded by Mr. Ward that Mr. Williams be hired to fill the position of Design Engineer VI, subject to the Director's concurrence. Carried 7 to 0.

4. Unfinished business

Action on Havana Trailer Court sewer extension tabled, awaiting an opinion from the City Attorney.

Francis Fine's bills for sewer corrections in Somerset, Groesbeck Hill No. 10 and Kimberly Downs No. 2 subdivisions, along with the reports on same, reviewed. Moved by Mr. Basel and seconded by Mr. Mason for the City to pay \$1,890.99 to the developer to cover City responsibilities, and to proceed with collecting \$845.99 from Barnhart Construction and \$584.15 from Burr Brothers, to be payable to the developer to cover the respective contractor responsibilities. Carried 7 to 0.

Logan Axis future highway planning discussed, but no action taken.

The Capital Improvement 6-Year Plan discussed—no formal action taken.

The Director reported that the four engineer consultants previously approved by the Board for Gilkey Drain, Reynolds Drain, North End Sanitary Sewer and Capitol Area Development Streets was submitted to the City Council for approval.

Apparently the matter is still being held in abeyance.

5. Committee Reports.

Motion was made by Mr. Mason and seconded by Mr. Woodruff to approve the merit increases presented, except that of Gordon Trowbridge.

The Chairman referred the personnel requests of Gordon Trowbridge, Arthur Robinson and Robert Taylor to the committee on personnel.

Building, Grounds and Equipment Committee—Mr. Basel presented information to be studied for a Public Service Department Central Garage. Motion by Mr. Faggion, seconded by Mrs. Blake that the Council be requested to place the proceeds from the sale of the South Logan Street Garage in an escrow fund for a future Public Service Department Central Garage property account. Approved 7 to 0.

6. New Business

Moved by Mr. Ward, supported by Mr. Woodruff, that the request by Duane Bower to fence off the alley on Bensch adjacent to the railroad be denied, and that the matter be referred to the City Council. Approved 7 to 0.

The third quarter receipts of the Motor Vehicle Highway Funds in the amount of \$227,331.13 received and placed on file.

The Michigan State Highway Department proposed detour plan for using Waverly and Miller Roads while constructing M-99 in 1965 was presented—no action.

Compaction specifications submitted by the Contractors and Developers Committee—tabled for future action.

A report of storm and sanitary sewer expenditures within the existing bonded areas discussed. Moved by Mr. Mason, seconded by Mrs. Blake, that moneys be transferred from the proper bond issue account to proper storm and sanitary sewer construction funds, to cover storm and sanitary sewers already constructed within the respective bond areas. Approved 7 to 0.

A letter of Intent from Miracle Mile, Inc., to gravel and curb and gutter Midway Industrial Park No. 2. Motion by Mr. Faggion, seconded by Mrs. Blake, that the Letter of Intent be approved and recommended to the City Council. Approved 7 to 0.

Sidewalk snow plowing and driveways reconstruction tabled.

Annual Financial Report for fiscal year 1964 presented and discussed.

Moved by Mr. Ward and seconded by Mr. Mason to adjourn. Approved 7 to 0.

Respectfully submitted,
OTTO A. KERN,
Chairman.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, November 4, 1964

Meeting called to order 7:30 p.m.

Present: Mrs. Blake, Messrs. Basel, Faggion, Kern, Mason and Woodruff—6.

Absent: Messrs. Aldrich and Ward—2.

Others present: Mayor Bowerman, Councilman Buhl, Mr. Bodwin and Austin Deford.

From McNamee, Porter and Seeley consulting firm: Messrs. Van Eyck, Noland, Herbert and Burroughs.

Discussion on personnel problems.

Mr. George Svede, applicant for Engineer VI, interviewed by the Board.

Motion by Mr. Faggion supported by Mrs. Blake that Mr. Svede be accepted for employment as Engineer VI, subject to 6 months probation and waiver of residence for one month and recommend to Council.

Carried.

Letter of Intent to grade and gravel, construct curb and gutter on Sheffield Blvd. from Waverly Road to the west lot line of Lot 75 on the north to the west lot line of Lot 69 on the south by Lurea Building Co.

Motion by Mr. Mason supported by Mrs. Blake that this Letter of Intent be approved and so recommended to the City Council.

Carried.

Lengthy discussion by the Director, the Board and McNamee, Porter and Seeley concerning the Drainage Master Plan city contract with McNamee, Porter and Seeley.

Conclusion: Have specifically stated in both files (McNamee, Porter and Seeley and Department of Public Service) exactly what the Director wants on Phase I.

APWA meeting in Portage on November 12 and permission for Director, Mr. Dama and Mr. Kelley to attend.

Motion by Mr. Basel and Mr. Mason that the aforementioned be permitted to attend.

Carried.

Report of Personnel Committee that merit increases before Board be approved provided all are bonafide residents of City of Lansing and the promotion of Minnie Holt to Laborer IIIAB

Motion by Mr. Woodruff supported by Mrs. Blake to approve the report of the Personnel Committee.

Carried.

Chairman adjourned meeting at 12:30 a.m. and announced that items on agenda not covered in this meeting be acted upon in a special meeting on November 11.

Respectfully submitted,

OTTO A. KERN,
Chairman.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, November 25, 1964

Meeting called to order at 7:30 p.m.

Present: Mrs. Blake, Messrs. Aldrich, Basel, Kern, Mason, Faggion and Woodruff.

Absent: Mr. Ward.

Minutes of two previous meetings, November 4 and November 12, 1964, approved as read.

Mr. Guigelaar's request discussed and tabled at previous meetings to increase gallonage to sewer serving Havana Trailer Court, 3730 N. East St., was considered. The City Attorney's opinion was read which states this to be a "policy decision for the Board of Public Service." General discussion. Existing trailer park has 100 units and request is for 140 additional, making a total of 240 units.

Motion by Mr. Basel, supported by Mr. Mason, to approve Mr. Guigelaar's request to hook up sewer leads to serve a maximum of 140 additional units.

Carried.

General discussion on following: Logan Axis, Capital Improvement 6-year plan. Consulting Engineers on five sewer and street projects, proposed detour by MSHD using Waverly and Miller Roads.

Compaction specifications by Contractors and Developers Committee tabled further.

Sidewalk snow plowing to remain as established by City Council action of December 4, 1961.

Request by Reniger Construction Company to reduce retention to 10% on Holmes Drain Enclosure I contract. Much clean-up work inside of structure yet to be done.

Motion by Mr. Woodruff, supported by Mrs. Blake, that this request be denied.

Carried.

COMMITTEE REPORTS

Personnel Committee recommended approval of 18 merit increases.

Motion by Mr. Mason, supported by Mr. Woodruff, that the 18 merit increases be approved.

Carried.

Motion by Mr. Mason, supported by Mr. Woodruff, that Mr. Robert Taylor be promoted.

Carried.

Other merit increases and promotions referred to Personnel Committee.

Letter from Stan Curtis regarding custodians at City Hall referred to Personnel Committee.

Request of Plumbing Board for reclassification of Plumbing Inspector and Assistant Plumbing Inspector referred to Personnel Committee of the City Council.

No report from Buildings, Grounds and Equipment Committee.

Property reported to be for sale in the southeast portion of the City (Aurelius and Jolly Road) and adjacent to present landfill referred to Buildings, Grounds and Equipment Committee.

Letter dated November 5, 1964, from Grand View Land Corporation asking City to absorb inspection costs for curb and gutter Groesbeck No. 10 constructed by Developer.

Motion by Mr. Mason, supported by Mr. Aldrich, that the Letter of Intent as submitted by the Developer in paragraph

3 places the "responsibility for all costs of the projects here included" upon Developer, therefore, the Board denies this request.

Carried.

Motion by Mr. Woodruff, supported by Mrs. Blake, that Messrs. Stafford, Ward, Dama, Purtill, Wilson and Davis be granted permission to attend the all-day Safety Seminar at the Civic Center, December 2, 1964.

Carried.

Mr. Aldrich excused from meeting.

Motion by Mr. Woodruff, supported by Mr. Mason, that Mr. Trout be granted permission to attend the Southern Michigan Road Convention in Grand Rapids, December 7-8, 1964.

Carried.

Letter of Intent from Lurea Builders for curb and gutter, grade and gravel in balance of Rivers Edge.

Motion by Mr. Woodruff, supported by Mrs. Blake, that this Letter of Intent be approved with construction restricted until spring of 1965.

Carried.

Mr. Faggion arrived.

Action regarding Ingham County Road Commission request for extension of Dell Road tabled.

Referral from Council of a letter from Harold M. Davis enclosing Quit-Claim Deed for westerly 20 feet of vacant parcel at southwest corner of S. Logan and Warwick for public alley.

Motion by Mr. Woodruff, supported by Mrs. Blake, that the alley be accepted after it is completely improved, i.e., storm drain, gravel base and bituminous surfacing.

Carried.

The Director reported on turnback on US-127 from Main Street south. Discussion followed.

The Director was instructed to meet with Mr. Evans of ICRC and convey the Board's displeasure.

Mr. Anthony Nosal's request for Holmes Road driveways was tabled and Director instructed to search ordinances for authority concerning construction of driveways.

Mr. Basel made a motion that where a sidewalk is within 3 feet of the curb that curb be reduced to 4-inch face instead of 6-inch.

No support.

Director discussed personnel needs for 1965-66 budget as requested by Council Personnel Committee.

Meeting adjourned 2:00 a.m.

Respectfully submitted,

KEITH ALDRICH,
Secretary.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, December 2, 1964

Meeting called to order 7:35 p.m.

Present: Mrs. Blake, Messrs. Aldrich, Basel, Faggion, Kern and Mason—6.

Absent. Messrs. Ward and Woodruff—2.

Minutes of the previous meeting approved as read.

Mr. Robert Corbit, Assistant City Engineer, presented the Capital Improvement 6-year Plan.

Motion by Mr. Mason supported by Mr. Aldrich that the 111 projects as outlined by Mr. Corbit be tentatively approved by the Board of Public Service and submitted to the Planning Board.

Carried.

Compaction specifications and letter from Councilman Milks regarding the MSHD specifications tabled until such time as the Director has met with Councilman Milks as per his suggestion.

Newspaper clipping of the City's opposition to the proposed turnback of US 127 as submitted by ICRC read to the Board and placed on file.

General discussion on Tony Nosal's request to have his driveway approaches on Holmes Road constructed by the Public Service Department, or done by him and paid for by the City.

Motion by Mr. Mason supported by Mr. Faggion that concrete driveway approaches be required, and the City pay the additional cost of concrete over that of asphalt, inasmuch as it has been the policy to place a 6-inch concrete approach.

Vote: 3 ayes.

3 nays.

Further discussion on the motion.

Second vote taken: 1 aye.

5 nays.

Not carried.

The Director asked the Board to make a policy concerning driveway approaches.

Motion by Mr. Aldrich supported by Mrs. Blake that where a sidewalk and a curb already exist and the City widens the street and a concrete driveway approach exists, it be replaced at City expense and any approach in material other than concrete be replaced with gravel; where no curb exists and the curb and gutter is constructed, that all driveways be replaced with gravel at City expense, and those back of property line to be replaced in kind.

Vote: 4 ayes.

1 nay—Mr. Basel.

Carried.

Motion by Mr. Basel that the approach from curb to sidewalk be replaced in material of property owner's choice.

No support.

Extension of Dell Road tabled to enable Director to check with the MSHD regarding needs for R.O.W. in this area.

A copy of the Director's letter to the Chairman of the Council Personnel Committee concerning the personnel needs of the Department of Public Service for 1965-66 was made available to each Board member. If any comments, may be taken to the next meeting of the Board.

Personnel Committee report:

Recommended merit increase for Gordon Trowbridge and promotion of Kenneth Sweet to Equip. Operator IIIAB.

Motion by Mr. Mason supported by Mr. Aldrich that this report be approved.

Carried.

Motion by Mr. Mason supported by Mrs. Blake that Gordon Trowbridge be promoted to Plant Relief Operator.

Carried.

Motion by Mr. Mason supported by Mr. Aldrich to concur with recommendation of Mr. Curtis that Charles Wiltshire be given physical examination and be relocated in accordance with doctor's recommendation.

Carried.

Motion by Mr. Mason supported by Mr. Aldrich that the committee recommend that Mr. Steppig be given a week's suspension without pay.

Carried.

A letter from Gerald Lonergan, Secretary for the Employees Retirement System, regarding application for disability retirement of Steve Pazitka was read and discussed.

Motion by Mr. Mason supported by Mrs. Blake that the Board of Public Service concurs with the recommendation of the Director of Public Service that Steve Pazitka be retired as totally and permanently disabled (non-duty) under Article VI, Part B, Section 1 (a) of the City of Lansing Retirement System.

Carried.

Request of Richard Wanger for permission to work outside of City employment approximately 10 hours per week.

Motion by Mr. Aldrich supported by Mrs. Blake that this permission be granted.

Carried.

Letters from Gordon Stafford, Supt. of Sewage Treatment Plant and Charles Leland, Sewage Plant Supervisor, concerning a Mr. Peck employed at the Hayford Street Pumping Station who was found to be under the influence of liquor on the day of November 24, 1964, were read and discussed.

Motion by Mrs. Blake supported by Mr. Aldrich that Mr. Peck be released from the employment of the Public Service Department.

Motion carried by following vote:

Ayes: Blake, Aldrich, Faggion, Mason and Kern—5.

Nay: Mr. Basel—1.

No report from Buildings, Grounds and Properties committee.

Mr. Aldrich excused.

Area Coordination meeting held December 1, 1964 report distributed to all members of Board.

Letter from Lansing Ice and Fuel concerning egress and ingress to their property on Center and Sheridan tabled until next meeting.

Letter from State Highway Commissioner concerning M-43 trunkline establishment read and placed on file.

For Board information, November 30, 1964 Council resolution placed the \$45,500 from sale of South Logan Garage in escrow toward the purchase and construction of a central garage.

The Board was informed that the Department of Public Service employees Christmas Party will be held on December 16, a night the Board normally meets. Since there seemed to be no urgent business before the Board, it was decided that the Board would meet on January 6, a regular meeting date.

Letter received from LCRC submitting resolution relinquishing jurisdiction and abandonment of the roads within the Island School Area annexed to City of Lansing in November 3 election, effective on January 1, 1965.

Motion by Mr. Basel supported by Mr. Faggion that the Public Service Director negotiate jurisdiction and maintenance agreements with the ICRC, especially Collins, Willoughby and Jolly Roads, and bring same back to the Board of Public Service for approval.

Carried.

Motion by Mr. Mason supported by Mrs. Blake that the Board concur with the resolution and recommend the City assume jurisdiction and maintenance of the streets to the City Council, to become effective January 1, 1965.

Carried.

Meeting adjourned 11 p.m.

Respectfully submitted,

KEITH ALDRICH,
Secretary.